

OFFICIAL'S HANDBOOK



Revised July 2023

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MESSAGE FROM THE TECHNICAL DIRECTOR OF OFFICIATING



Welcome to the ALLIANCE Hockey Officiating Program.

Thank you for your commitment and dedication. The officiating program strives each year to create a positive and safe experience for all officials. As officials, you register because of your passion and love of the game.

Please visit the ALLIANCE Hockey website at www.alliancehockey.com.

To all, stay safe and enjoy the game!

Marshall Copp
Technical Director of Officiating

CODE OF CONDUCT'S

1.1 ALLIANCE HOCKEY CODE OF CONDUCT

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

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

During the course of all ALLIANCE 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-medical drugs and use of alcohol by minors.

The ALLIANCE 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 the ALLIANCE 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 the ALLIANCE shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour which constitutes harassment or abuse 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 the ALLIANCE. Such action shall result in the member losing the privileges which come with membership in the ALLIANCE, including the opportunity to participate in ALLIANCE activities and events, both present and future and possible termination.

1.2 FAIR PLAY CODE FOR 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.

1.3 ALLIANCE HOCKEY OFFICIATING PROGRAM CODE OF CONDUCT

1. ALLIANCE Hockey officiating program participants are expected to conduct themselves in a manner that reflects favorably on the program and its officiating staff at all times.
2. ALLIANCE Hockey officiating program participants are accountable to their local refereeing group (if applicable), their Zone Coordinators, the Technical Director of Officials and the ALLIANCE Hockey administration for their behaviour.
3. ALLIANCE Hockey officiating program participants shall not engage in any dishonourable conduct in the performance of their duties. Dishonourable conduct includes, but is not limited to
 - a) profanity;
 - b) threatening, challenging, baiting, inciting, harassing or abusing any peer, on-ice official, off-ice official, player, team official, spectator, arena staff, league representative or league official;
 - c) failing to cooperate fully and openly with any ALLIANCE Hockey investigation and Discipline process arising from any incident;
 - d) intentionally violating any of the policies governing the conduct of ALLIANCE Hockey and/or its participants, including the generally applicable ALLIANCE Code of Conduct
 - e) showing favouritism
4. ALLIANCE Hockey may discipline or remove from the ALLIANCE Hockey officiating staff any participant who violates the spirit or intent of ALLIANCE Hockey/OHF/HC policies and procedures or Hockey Canada's Officials' Code of Conduct.

OFFICIATING DEVELOPMENT GROUP

2.1 INSTRUCTORS, ZONE COORDINATORS & SUPERVISORS

1. The Technical Director of Officiating (TD) appoints all Instructors, Zone Coordinators and Supervisors/Coaches of officials and operates under the TD.
2. Zone Coordinators, Supervisors and Instructors are directly responsible to directly responsible to the TD for the performance of their duties.
3. Any person may apply to become instructor or supervisor at any time. Such requests must be submitted in writing to the TD through the Zone Coordinator. Applications must clearly indicate one's recent involvement in minor hockey and highlight one's officiating achievements. Letters must also make mention of any unique qualifications, training, and skills or experience that an applicant possesses which are relevant to the position sought.
4. Positions are ratified by the ALLIANCE Hockey Executive Committee.

2.2 OFFICIATING ADVISORY COMMITTEE

Advisory Committee Composition:

- Technical Director (Chair)
- Central Zone Coordinator
- East Zone Coordinator
- West Zone Coordinator
- Development Coordinator(s)
- ALLIANCE Hockey Staff Person(s)

Programming:

Any additional development or subsequent programming must be dealt with by the Advisory Committee either through a Conference Call, Virtual Call or Face to Face meeting. The ALLIANCE Hockey Staff Person will determine in conjunction with the Executive Director if there is a need for Executive Approval.

Purchasing and Program Enhancement:

All request for purchase of supplies, clothing, equipment, and technology must be dealt with first by the Advisory Committee and then put in writing to the ALLIANCE Hockey Staff Person and Executive Director for Executive approval.

OHF CRIMINAL RECORD CHECK

Criminal Record Centralization Process

The submission of these documents is the responsibility of the On-Ice Official (referees and linesmen) and will only be accepted at either the time of the officiating clinic, officiating school, or when submitted directly to the Ontario Hockey Federation. The method of submission is dependent on your Member.

Eligibility to Officiate

With the officiating season approaching it is imperative for Officials to ensure their eligibility to access the program.

On Ice Officials under the age of 18

Due to changes imposed by the new Police Record Checks Reform Act (PRCRA) legislation, effective November 1st, 2018, a police check for persons under 18 years of age UNLESS applying for a position with a government agency (federal, provincial or municipal), will not be processed.

Therefore, applicants under the age of 18 will not be required to obtain a Police Record Check OR signing of a declaration form is not required.

On Ice Officials **18 years of age and over** are required to submit a Vulnerable Sector Verification (VSV) the first time they make a submission.

Every three (3) years On Ice Officials will be required to submit a Criminal Record Check (CRC) which must include results of the Investigative Data Bank, and Local Indices Search. (Example: Year one VSV, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four CRC.) All On Ice Officials must adhere to this Policy.

Submission of your record check will be as follows:

1. **Year 1 Initial Submission of VSV** - 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 VSV 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. **Year 2 Criminal Offence Declaration Form** – Prior to registering online for your recertification you must submit to the OHF a fully completed and signed Criminal Offence Declaration form
3. **Year 3 Criminal Offence Declaration Form** - Prior to registering online for your recertification you must submit to the OHF a fully completed and signed Criminal Offence Declaration form.
4. **Year 4 Criminal Record Check (CRC) - which must include Investigative Data Bank, and Local Indices Search.**
- Prior to registering online for your recertification, you must submit to the OHF your Criminal Record Check (CRC) by either:
 - a. Completing your Criminal Record Check through Sterling BackCheck:
<https://pages.sterlingbackcheck.ca/landing-pages/o/ohf/>

OR

- b. Obtaining your Criminal Record Check from your local police Department and submitting to the OHF.
5. Year 5 – Repeat Steps 2, 3, 4 over the next three years.

6. If you did not register during the 2020-2021 or 2021-22 season you must complete a Criminal Record Check (CRC).

Methods of submission are a scan by email or mailing of a hard copy. If the scan by email is not deemed a true copy the original will be requested to be mailed. By scan email to recordcheck@ohf.on.ca, or by Mail to address below **(no pictures will be accepted)**.

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

If the on-ice official is deemed ineligible through review of their VSV, CRC or Criminal Offence Declaration Form they will be notified.

Officials are encouraged to create an account through the new HCR 3.0 platform.

How to create HCR 3.0 Account:

- 1) Go to: <https://hcr3.hockeycanada.ca>
- 2) On the log in page, click "Sign Up".
- 3) Sign up with the email you wish to use for your account.
- 4) The system will prompt you to complete your account information – please complete all required fields, then click "Sign Up"
- 5) The system will require a 6-digit verification code. You will receive an email with this code. (Note: Please Check your Junk Mail for an email from HCR Hockey Canada.)
- 6) Once you have completed the set up, you should be able to log into your account by entering your email and password.

Any questions can be directed to the OHF office.

Resource Documents

- [Criminal Offence Declaration Form](#)
- [OHF Officiating Screening Letter](#)

REGISTRATION AND CERTIFICATION

4.1 MINIMUM AGE REQUIREMENTS

1. ALLIANCE Hockey requires officials to be at least 14 years of age as of December 31st of the current hockey season.
2. All new officials will be required to complete the ALLIANCE Hockey Entry Level Clinic to obtain their Hockey Canada Officiating Program (HCOP) Level 1 Certification.
3. As per Structure Policy 8.1.2 in the ALLIANCE Hockey Handbook.
 - 8.1 Referee & Game Officials:
 - .2 In every ALLIANCE game in U12 or lower must be two (2) registered HCOP Officials, Level 2 or higher, or certified HCOP Officials, Level 1, who are at least sixteen (16) years of age and have registered with the ALLIANCE for the current season. In every ALLIANCE game in U14 through U18, where a Centre wishes to use a two (2) official system, both officials must be certified HCOP Officials Level 2 or higher and must be at least two (2) years older than the division age limit.

Exception: Officials 18 years of age and older on or before December 31st of the current playing season and who are carded as a certified HCOP Level 2 or higher are eligible to officials U21 hockey.

4.2 CERTIFICATION AND RECERTIFICATION CLINICS

1. HCOP Certification clinics shall be held at such times and locations as are determined appropriate by the Technical Director.
2. Candidate officials who attend a Level 1 Certification clinic shall write the certification exam open book for their HCOP Level 1. In their second season, officials who do not complete the Level 2 Upgrade Clinic will be required to follow the Level 1 Recertification guidelines and regulations unless otherwise determined by the Technical Director of Officiating.
3. HCOP Re-Certification clinics in compliance with Hockey Canada requirements shall be held at such time and locations as are determined appropriate by the Technical Director of Officiating.

4.3 RECERTIFICATION AFTER AN ABSENCE

Officials who return to officiating after an absence of no more than 5 seasons, shall be reinstated at their last HCOP level (registered but not certified) after completing the appropriate level recertification clinic and obtaining a successfully passing mark on the HCOP national exam at that level. Certification at their last HCOP level is dependent on the official passing a practical assessment.

Officials who return to officiating after an absence of more than 5 season, shall be reinstated at their last HCOP level (registered but not certified) after completing the Entry Level Certification Clinic and obtaining a successfully passing mark on the HCOP national exam at the correct level. Certification at their last HCOP level is dependent on the official passing a practical assessment.

Note: Proof of previous HCOP level status will be required prior to registration

1. Notwithstanding the preceding paragraph, any official returning after an absence of at least one season may elect to recertify at a lower HCOP level (registered but not certified) if they attend an appropriate level recertification clinic and successfully pass the HCOP national exam at that level. Certification at the new HCOP level is dependent on the official passing a practical assessment.

4.4 CROSSOVERS

1. The onus is on the official to notify the ALLIANCE Hockey Office of that official's successful completion of any non-ALLIANCE HCOP Entry Level Clinic/HCOP Re-Certification Clinic/HCOP Upgrade Clinic and to provide satisfactory proof of successful completion of the clinic. A properly completed crossover form is satisfactory proof.
2. Any official, who at the conclusion of the prior season was not a registered official with the ALLIANCE, becomes a registered official within the ALLIANCE at the official's level upon registering with the ALLIANCE. The official does not become a certified official at that level within the ALLIANCE until the official has satisfied the ALLIANCE Level Certification Process at that level.
3. Any ALLIANCE Hockey official who successfully completes any non-ALLIANCE HCOP new official clinic/HCOP re-certification clinic/HCOP upgrade clinic becomes a registered official within the ALLIANCE at that official's level on providing satisfactory proof of that event. The official does not become a certified official at that level within the ALLIANCE until the official has satisfied the ALLIANCE Level Certification Process at that level.

Crossover:

- *No crossover will be accepted after November 1st and would not be eligible to officiate any ALLIANCE Hockey games until your crossover has been completed.*
- *For officials that officiate a minimum of 1 game in the previous season but did not complete the proper registration will be required to pay for the previous and current seasons registration fees before their registration is completed.*
- *Zone Coordinators will send names.*
- *ALLIANCE Hockey will submit a list of officials to the OMHA, OWHA and OHA that worked games but did not complete the proper crossover registration.*

4.5 LEVEL CERTIFICATION PROCESS

1. To become a certified official within the ALLIANCE at a particular HCOP level, an official must satisfy the following requirements at the appropriate level.
2. For a registered Level 2 official to become a certified Level 2 official, the official must have, at a minimum,
 - a) two (2) successful ALLIANCE Hockey supervision (by different supervisors) as a referee working at a level of hockey no lower than U14 House League or U12 BB-B/Select, and;
 - b) two (2) upgrade recommendations from those different supervisors.
3. For a registered Level 3 official to become a certified Level 3 official, the official must have, at a minimum,
 - a) two (2) successful ALLIANCE Hockey supervision (by different supervisors) as a referee working in a 3-official system game at the U16 BB-B/Select or U14 AA-A level, and;
 - b) two (2) upgrade recommendations from those different supervisors.
4. For a registered Member High Performance official to become a certified Member High Performance official, the official must have, at a minimum,
 - a) two (2) successful ALLIANCE Hockey supervision (by different supervisors) as a referee in a 3-official or 4-official system game at the U16 AAA level or at such other level of hockey approved by the Technical Director of Officiating, and;
 - b) two (2) upgrade recommendations from those different supervisors.

4.6 LEVEL UPGRADE PROCESS

1. Level 2 Upgrade

A Level 1 official who is 16 years of age or older by December 31st of the current season, will receive an invite to attend the ALLIANCE Hockey Level 2 Upgrade Clinic.

2. Level 3 Upgrade

For a certified Level 2 official to receive an invitation to attend the ALLIANCE Hockey Level 3 Upgrade Clinic, must have, at a minimum,

- a) two (2) successful ALLIANCE Hockey Supervision as a referee in a 3-official system U15 BB-B/Select game or above, and;
- b) two (2) recommendations from two different supervisors, and;
- c) obtain a 90% mark on the pre-test

3. Member High Performance Upgrade

For a certified Level 3 official to be invited to the Member High Performance upgrade clinic, the official must have, at a minimum,

- a) two (2) successful ALLIANCE Hockey supervisor as a referee in a 3-official system U16 BB-B/Select or U14 AAA game or at such other level of hockey approved by the Technical Director of Officiating, and;
- b) Member High Performance upgrade clinic attendance is by invitation only. Invitations are determined by the supervisor group in consultation with the TD and the Zone Coordinators.

Note: Member High Performance Upgrade Clinic attendance is by invitation only. Invitations are determined by the supervisor group in consultation with the Technical Director of Officiating and the Zone Coordinator.

****Members of the ALLIANCE Hockey Officiating Program, all Zone Coordinators, Supervisors and Officials, is renewable annually and are NOT AUTOMATICALLY offered registration the following year. Membership may be denied based on the following:**

- Program Expectations
- Past Performance
- Conditioning
- Affects the ability to preform their duties to ensure a safe and positive game expectance for all participants.
- Regional/Association Expectations
- Game Availability
- Previous sanctions as per page #13

The decision of the Technical Director of Officiating regarding the renewal of annual membership is FINAL AND NOT SUBJECT TO ANY APPEAL PROCESS.

GAME PROCEDURES

5.1 DRESS CODE & PHYSICAL APPEARANCE

1. ALLIANCE Hockey Officiating Program participants are expected to uphold a high standard of dress and personal hygiene when in public view and while enroute to, during, enroute from an ALLIANCE Hockey sanction game assignment.
2. All on-ice, off-ice and supervisors shall abide by the following off-ice dress code to and their game assignments:
 - a) For all levels of hockey, unless a higher standard of attire is required; business casual is the minimum standard of dress. "Business casual" is a moderately formal manner of dress. It is a flexible concept which is more formal than casual attire. It embodies a standard of clothing which would be appropriate for a business meeting of mid-level management in an office environment. Which the definition will adapt to current fashion standards, there are some absolute rules including: no shorts, jeans, work clothes, coveralls, t-shirts, team log headwear, team logo jackets, and sandals.
 - b) Rep level hockey (i.e., BB-B, A, AA and AAA), Tournaments at all levels of hockey and BB-B level play-offs – A collared shirt and a tie, or turtleneck shall be worn to and from all game assignments.
3. On-ice attire shall be conformity with Hockey Canada requirements. Cresting is allowed only on referee's sweaters and only cresting approved by the Technical Director of Officiating is permitted to be worn by the on-ice officials.

Note: there shall be no cresting on pants and only OHF Cresting is allowed on shirts.

4. The wearing of an BNQ approved throat protector will be mandatory for all ALLIANCE Hockey HCOP on-ice officials.

5.2 MEETINGS WITH TEAM OFFICIALS

1. Officials at their discretion, or as mandated by the ALLIANCE Hockey office shall meet with both staffs at their benches both prior to game. Officials will introduce themselves and wish both teams a safe and good game.
2. Officials shall not invite a Team Official, General Manager or Club President into the official's dressing room. Inquiries and questions by these people are to be addressed outside the official's dressing room, in the presences of another on-ice official.
3. Officials shall not comment on Player or Team Official suspensions. Inquiries about suspensions by Team Officials, Players or Parents are to be directed their League Administration.

DISCIPLINE

1. Discipline at the ALLIANCE Hockey level shall be dealt with in the first instance by the Zone Coordinator, who has the authority to suspend an official for not more than 2 weeks for any one offence.
2. If the Zone Coordinator feels that the situation is of sufficient seriousness to warrant involvement of the Technical Director of Officiating for disposition. The Technical has the authority to suspend an official for not more than 4 weeks for any one offence.
3. If the Technical Director feels that the situation is of sufficient seriousness to warrant involvement of the ALLIANCE Hockey Discipline Committee, or if the matter warrants a suspension to the official of greater than 4 weeks, the matter shall be referred to the ALLIANCE Hockey Discipline Committee for review and disposition.
4. Unless otherwise directed by the Technical Director, an official who has had a matter referred to the ALLIANCE Hockey Discipline Committee shall stand suspended pending the disposition of the matter by the Discipline Committee.

6.1 ALLIANCE HOCKEY GUIDELINES FOR SUSPENSIONS OF OFFICIALS

Any official who does not meet the ALLIANCE Hockey Policy and Procedures after two or more supervisions, which could extend over two seasons by the local Supervisor, shall be reported to the Zone Coordinator. If the Zone Coordinator concurs with the supervision reports, she/he may assign another Supervisor to see the official or issue a recommendation for suspension to the Technical Director. The Technical Director may issue a suspension or refer the issue to a discipline hearing.

If a suspension is issued, the official will be notified, in writing, and kept up to date.

- I. On their suspension and its length
- II. Reasons for the suspension
- III. Continues monitoring of Official
- IV. The possibilities of demotion through further supervisions as per the HCOP Program

After re-instatement, the official will be supervised by the Zone Coordinator or designate. They do not meet the program standards, the same demotion procedure as used for the senior official will be used. If demotion is recommended and accepted, the official will be demoted to one level below their current level.

6.2 REVERSE ABUSE POLICY

Reverse Abuse Examples: use of abusive / threatening language or gestures by an official

1st written complaint for conduct during current season - no immediate suspension, 72 hr. investigation & decision window* from receipt of complaint - if the complaint is upheld by the Zone Coordinator designated by the Technical Director ("TD") to have carriage of the issue, the official shall be suspended for 2 weeks from the date of the decision.

2nd written complaint for conduct during current season - immediate suspension**, 72 hr. investigation & decision window* from receipt of complaint - if the complaint is upheld by a majority vote of the TD, a Zone Coordinator and a local supervisor, the official shall be suspended for 1 month from the start of the suspension for this complaint. If the complaint is not upheld, the official shall be immediately re-instated.

3rd written complaint for conduct during current season – immediate indefinite suspension**. The complaint shall be referred to the ALLIANCE Discipline Committee to investigate and assess an appropriate disposition.

*In exceptional circumstances (such as the unexpected or untimely loss of telephone and internet service affecting the ability to complete a fair investigation), the TD may extend the duration of the investigation & decision window for such time as the TD determines to be in the best interests of the ALLIANCE.

**In exceptional circumstances (such as a team / organization apparently targeting a specific official), the immediate suspension may be deferred by the Technical Director pending the results of the investigation or for such other timeframe as the TD determines to be in the best interests of the ALLIANCE.

In order to uphold a complaint, the person(s) making the decision must be satisfied to a reasonable certainty that (1) the conduct alleged amounts to reverse abuse, and (2) reverse abuse, substantially as alleged, occurred.

6.3 GRIEVANCES

1. Participants of the ALLIANCE Hockey officiating program have the right to grieve any ALLIANCE Hockey level decision that affects them personally while conducting business for ALLIANCE Hockey.
2. Grievances shall be submitted in writing to the Technical Director through the local Zone Coordinator. The Technical Director shall deal with the grievance in the best interests of ALLIANCE Hockey.
3. The Technical Director does not have authority to deal with a grievance related to a decision of a higher-ranking ALLIANCE administrative official/committee, the ALLIANCE Hockey Discipline Committee or the ALLIANCE Hockey Appeal Committee,
4. If the grieved decision is a decision of the Technical Director and involves a suspension of the Official for a period in excess of 4 weeks, the Technical Director shall refer the grievance to the Discipline Committee for review and, if the Discipline Committee determines that a hearing is warranted, a hearing will be set up and a decision rendered. If the Discipline Committee determines that no hearing is warranted, both the Technical Director and the grieving official shall be notified, and the decision of the Technical Director shall stand.
5. If the grieved decision is a decision of the Technical Director not involving a suspension of the official for a period in excess of 4 weeks, the decision of the Technical Director stands unless the Technical Director chooses to refer the matter to the Discipline Committee for review, and if warranted, a hearing and decision.

SUPERVISION/COACHING & PERFORMANCE MONITORING

1. Supervisors of officials, under the direction of the Technical Director, will supervise the work performance of ALLIANCE HOCKEY on-ice officials. These supervisors shall observe the entire game when conducting any type of supervision.
2. The ALLIANCE Hockey Zone Coordinators will monitor the work performance of the supervising staff and officials in their region and shall provide to the Technical Director such reports as and when they are requested by the Technical Director.
3. The ALLIANCE Hockey Technical Director will monitor the quality of the work performance of the Zone Coordinators, Supervisors, Instructors and Officials.

APPENDIX'S

APPENDIX A – MINIMUM SUSPENSION LIST

ALLIANCE Hockey Officiating Program - Suspension List

Infraction:	Suspension
Dress/Uniform Code Violation	
Dress Code	1 Week
Game Uniform	
Visor (Worn Incorrectly or Missing)	3 Weeks
Helmet (Worn Incorrectly or Missing)	3 Weeks
Neck Guard (Worn Incorrectly or Missing)	3 Weeks
Cresting (Missing or Incorrect Crest)	1 Week
Arm Bands (Incorrect Colour)	1 Week
Alcohol/Control Substances	
Under the Influence	Indefinite
Consuming - On Duty	Indefinite
Rules	
Misinterpretation - No Injury	2 Weeks
Misinterpretation - Injury	Indefinite

NOTES:

All suspensions are subject to review.

All occurrences are compounded and after 3 occurrences could lead to further discipline including dismissal from the Alliance Program.

All Occurrences will remain on the record for a two-year period with the earliest occurrence being removed first.

APPENDIX B – ALLIANCE Hockey Social Media Policy

Effective Date: November 9, 2018

1. OFFICIAL GUIDELINES FOR SOCIAL MEDIA AT MINOR HOCKEY ALLIANCE OF ONTARIO (ALLIANCE HOCKEY).

- 1.1 If you're an ALLIANCE HOCKEY employee, volunteer(s) or student intern creating or contributing to blogs, social networks, virtual worlds, or any other kind of social media both on and off www.alliancehockey.com - these guidelines are for you. We expect all who participate in social media on behalf of ALLIANCE HOCKEY to be trained, to understand and to follow these guidelines. Failure to do so could put your future participation at risk. These guidelines will continually evolve as new technologies and social networking tools emerge.

2. WHEN YOU ENGAGE.

- 2.1 Emerging platforms for online collaboration are fundamentally changing the way we work and participate in hockey activities offering new ways to engage with coaches, officials, players, members, partners, and the world at large. It's a new model for interaction and we believe social computing can help you to build stronger, more successful relationships; it's also a way for you to take part in global conversations related to the work we are doing at ALLIANCE HOCKEY and the things we care about.
- 2.2 If you participate in social media, please follow these guiding principles:
 - 2.2.1 Stick to your area of expertise and provide unique, individual perspectives on what's going on at ALLIANCE HOCKEY and in the hockey community.
 - 2.2.1 Post meaningful, respectful comments—in other words, no spam and no remarks that are off-topic, offensive or contrary to ALLIANCE HOCKEY codes of conduct.
 - 2.2.2 Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
 - 2.2.3 Respect proprietary information and content, and confidentiality.
 - 2.2.4 When disagreeing with others' opinions, keep it appropriate and polite.

3. RULES OF ENGAGEMENT.

- 3.1 Be transparent.
 - 3.1.1 Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are blogging about your work or activities at ALLIANCE HOCKEY, use your real name, identify that you work or represent ALLIANCE HOCKEY, and be clear about your role. If you have a vested interest in something you are discussing, be the first to point it out, transparency is about your identity and relationship to ALLIANCE HOCKEY. You still need to keep confidentiality around proprietary information and content.
- 3.2 Be judicious.
 - 3.2.1 Ask permission to publish or report on conversations that are meant to be private or internal to ALLIANCE HOCKEY. All statements must be true and not misleading and all claims must be substantiated and approved. Please never comment on anything related to legal matters, litigation, or any parties we are in litigation with without the appropriate approval. Also, be smart about protecting yourself, your privacy, and ALLIANCE HOCKEY'S confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

4. WRITE WHAT YOU KNOW.

- 4.1 Stick to your Expertise.
 - 4.1.1 Make sure you write and post about your areas of expertise, especially as related to ALLIANCE HOCKEY, its programs and services. If you are writing about a topic that ALLIANCE HOCKEY is involved with but you are not the ALLIANCE HOCKEY expert on the topic, you should make this clear to your readers, and write in the first person. If you publish to a website outside of ALLIANCE HOCKEY, please use a disclaimer something like this: "The postings on this site are my own and don't necessarily

represent ALLIANCE HOCKEY'S positions, strategies, or opinions." Also, please respect brand, trademark, copyright, fair use, trade secrets, confidentiality, and financial disclosure laws; if you have any questions about these, see the ALLIANCE HOCKEY Executive Director. Remember, you may be personally responsible for your content.

4.2 Perception is reality.

4.2.1 In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an ALLIANCE HOCKEY employee or representative, you are creating perceptions about your expertise and about ALLIANCE HOCKEY by our members and the general public and perceptions about you by your colleagues. Be sure that all content associated with you is consistent with your work and activities with ALLIANCE HOCKEY'S values and professional standards.

4.3 It's a conversation.

4.3.1 Talk to your readers like you would talk to real people in professional situations. In other words, avoid overly pedantic or "composed" language. Don't be afraid to bring in your own personality and say what's on your mind, consider content that's open-ended and invites response and encourage comments. You can also broaden the conversation by citing others who are blogging about the same topic and allowing your content to be shared or syndicated.

4.4 Are you adding value?

4.4.1 There are millions of words out there; the best way to get yours read is to write things that people will value. Social communication from ALLIANCE HOCKEY should help our members, partners, and coaches at large; it should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, solve problems, or understand ALLIANCE HOCKEY better—then it's adding value.

4.5 Your Responsibility:

4.5.1 What you write is ultimately your responsibility. Participation in social computing on behalf of ALLIANCE HOCKEY is not a right but an opportunity, so please treat it seriously and with respect.

4.6 Create some excitement.

4.6.1 ALLIANCE HOCKEY is making important contributions to the amateur hockey community, let's share with the world the exciting things we're learning and doing—and open up the channels to learn from others.

4.7 Be a Leader.

4.7.1 There can be a fine line between healthy debate and incendiary reaction. Do not denigrate our partners or ALLIANCE HOCKEY, nor do you need to respond to every criticism or barb. Try to frame what you write to invite differing points of view without inflaming others. Some topics slide more easily into sensitive territory, so be careful and considerate. Once the words are out there, you can't really get them back, and once an inflammatory discussion gets going, it's hard to stop.

4.8 Did you screw up?

4.8.1 If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

4.9 If it gives you pause, pause.

4.9.1 If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what's bothering you, then fix it. If you're still unsure, you might want to discuss it with the Executive Director. Ultimately, what you publish is yours—as is the responsibility, so be sure.

APPENDIX C – ALLIANCE Hockey Tobacco Policy

Effective Date: November 15, 2018

Adopted from the Ontario Hockey Federation Tobacco Policy

No participant (player, team official, on-ice official or off-ice official) may use tobacco products, chewing tobacco, smokeless tobacco or e-cigarettes during any league, playoff, exhibition or tournament game or practice (on or off-ice) sanctioned by any Member Partner.

Any player or bench official found to be using tobacco products, chewing tobacco, smokeless tobacco or e-cigarettes during a game will be ejected from that particular game.