



Fall | 2016

# S.T.H.C POLICIES

Revised 2016

The following is a complete list of the current Club policies

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## **Policy #00-01 HARASSMENT, ABUSE, BULLYING AND MISCONDUCT**

Revision date: November 2, 2015

### **POLICY STATEMENTS**

The Streetsville Tigers Hockey Club (STHC) is committed to provide an environment that is safe and respectful. The STHC supports the right of all its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.

It is the policy of the STHC that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.

The STHC expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the STHC and each of the STHC Member Partners to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.

The STHC will make all reasonable efforts to promote awareness of the problems of harassment, abuse, bullying and misconduct among all its members.

### **EFFECTIVE DATE**

June 1998

Revised December 2005, March 2011 and June 2014

### **4. DEFINITIONS**

#### **4.1 Legislation**

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

[2] Human Rights Legislation – the Canadian Human Rights Act or the 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.

#### **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 the computer.

#### **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.

### **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 (STHC 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
- 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. The Streetsville Tigers Hockey Club (STHC) is committed to help reduce and prevent the abuse and neglect of participants. The STHC 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 the STHC that any STHC personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or STHC 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 the STHC 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).

#### **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 STHC 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 STHC.

#### **4.10 STHC Personnel**

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

#### **4.11 Billet**

Any community volunteer who applies or is requested by an STHC Member Partner 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.



## **Policy #00-03**

### **PROCEDURES FOR RECEIVING A COMPLAINT OF BULLYING AND HARASSMENT OR ABUSE**

#### **HARASSMENT AND ABUSE COMPLAINT PROCEDURE**

Written reports, complaints, correspondence received.

Harassment and Abuse Co-ordinator:

- Records and assigns a file number to complaint.
- Prioritize (Minor/Major).
- Follow applicable notification procedure below. (Major / Minor)
- Facilitate progress.
- Prepare Monthly Status Report.
- Resolve minor disputes informally.
- Refer Technical issues to applicable Director.
- Recommend Constitutional Changes.

Phone call or Verbal report of Harassment or Abuse made to an Executive member, Minor Official, Coach, Players/Parent, Public/Spectators. Complete a Harassment and Abuse report form for disclosure and handed it to the Harassment and Abuse Co-ordinator who will then follow the procedure outlined.

#### **MAJOR COMPLAINTS**

Harassment & Abuse Coordinator to advise the President

- Review priority of complaints.
- Major Complaints, act immediately.
- Spokesperson for the Association.
- Inform the STHC Executive.
- Contact Police first and then wait for direction.

If Approval to proceed after consultation with the authorities, send complaint to Harassment and Abuse Committee.

#### **MINOR COMPLAINTS**

Harassment & Abuse Coordinator to advise the Chair of the Harassment and Abuse Fact Finding Committee

- Chairman of the HC to advise.
- 3 Committee members.
- Monthly meetings and report to Association Executive.
- Confirmation of Complaint letter.
- Appoint a Fact-Finding Team.
- (2 people)
- Report findings back to the Harassment and Abuse Committee.
- If evidence warrants Harassment and Abuse Committee holds a hearing.
- HAC renders a Decision.
- Decision to be mailed out to all parties.
- Follow-up on Decision.
- Decisions and any Sanctions to be sent to GTHL & OHF.

## RECEIVING A COMPLAINT

Complaints can be received by the Club in two ways.

### WRITTEN DISCLOSURE

Disclosure of this type is usually in the form of a letter and in many cases by either a parent, team official, player or lawyer. It is important that the letter contain enough detail to provide the Club with a clear understanding of the event or circumstances surrounding the abuse and/or Bullying and harassment which in turn will facilitate a decision as to the severity of the incident (major or minor) with the appropriate action. A report titled "Harassment and Abuse Disclosure Report" should be filled out and the correspondence attached to the form creating a file.

The file is handed to the Harassment and Abuse Coordinator for documentation into the system. (In the absence of the Coordinator the file is forwarded to the President)

### VERBAL DISCLOSURE

Disclosures of this type, usually comes to the Club through a coach, trainer, manager, convenor or executive member. All disclosures of harassment and abuse need to be documented and reported accurately.

The person who hears the disclosure or suspects the abuse **MUST MAKE THE REPORT.** The responsibility for reporting **CANNOT BE ASSUMED BY ANY OTHER PERSON.**

Again the "Harassment and Abuse Disclosure Report" should be filled out by the person hearing the disclosure. The form will act as a guide to the nature of information required. The form then starts the file creation and should be supported with follow-up investigation reports.

This file is handed to the Harassment and Abuse Coordinator for documentation into the system. (In the absence of the Coordinator the file is forwarded to the President)

**NOTE:** The Verbal disclosures need to be handled sensitively following specific procedures.

### FILE CREATION

Each disclosure will create a file. The file number will be applied by the Harassment and Abuse Co-ordinator. The file will be identified with 6 digits.

The first two digits will be the year.	e.g.	00
The next two digits will be the month.	e.g.	01 to 12
The last two digits will be the file number.	e.g.	01 to 99

e.g. STHC receives its first complaint on September 28, 2000, the file number becomes: **000901.**

The identification sequence readily identifies the year, month and complaint number. This will allow for quick reference as to when the complaint was received and how many complaints have been received to date.

## **PRIORITIZING DISCLOSURES**

After the disclosure is assigned a file number, the Harassment and Abuse Co-ordinator should prioritize the file into either a Major or Minor category.

### **MAJOR CATEGORY**

The following incidents should be classed as Major Harassment and Abuse.

- **Physical mistreatment** (kicking, slapping, punching, hair pulling, shaking, tying up, restraining, hitting with an object, throwing equipment at an athlete such as pucks, sticks, clipboard, having or allowing team members to physically assault another athlete) resulting in injury.
- **Sexual mistreatment** (kissing or holding a young athlete in a sexual manner, touching the athletes sexual body parts, forcing a young athlete to touch another person's sexual parts, penetrating a young athlete anally or vaginally with objects or fingers, having vaginal or anal or oral intercourse, flashing or exposing your sexual body parts, watching intrusively a young athlete change or shower, speaking or communicating sexually, showing pornographic films, magazines or photographs, objectifying or ridiculing a young athlete's sexual body parts ).
- **Inadequate Moral Guidance & Discipline** (Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornographic movies to young athletes, hazing).
- **Emotional mistreatment** (attack on child's self esteem, harassment on the basis of age, race, colour, religion, marital status, disability).

In all cases of the above there is an order that must be followed.

Due to the potential of corruption of evidence, investigations of the above harassment and abuse must be guided first by provincial legislation, next if warranted by the Criminal Code, and finally, by the Club's policies.

The S.T.H.C. must never attempt to conduct their own investigation of abuse or neglect without first consulting the CAS or Police. The report is turned over to them, immediately. We then wait for them to advise us as to the need for an S.T.H.C. investigation.

### **MINOR CATEGORY**

The following can be categorized as Minor and can follow the S.T.H.C. procedure.

- **Inappropriate jokes or single incidences of unwelcome or patronizing comments, remarks or actions (congratulatory hug, pat on the behind).**
- **Unacceptable behaviour- profanity, substance abuse.**
- **Coaching Strategy – coaching strategy intended to produce peak performance in an athlete or team (pulling from a game, benching, reduced playing time, shorten the bench)**
- **Constitutional or Technical Issues – (correct procedures not followed, eligibility, player release and registration, certification)**
- **Common Sense – questioning one's own practices and trusting personal intuition when something doesn't seem right.**

The above is only a guideline.

## **HARASSMENT AND ABUSE FACT FINDING COMMITTEE**

Minor Category files are turned over to the (HAC) Harassment and Abuse Fact Finding Committee for disposition.

### **COMPOSITION**

The Harassment and Abuse Committee shall be made up of (4) persons appointed by the Club. One will act as the Chair and one will act as the recording secretary.

The committee should be chaired by the Club Vice President, who along with the committee will review the outstanding files on a monthly basis. The Harassment and Abuse Co-ordinator may be part of the committee but not one of the three.

The Harassment and Abuse Committee (HAC) should be allowed the opportunity to informally resolve the issue. The chairman can empower the Harassment and Abuse Co-ordinator to mediate some sort of resolution between the parties immediately upon being aware of the situation: or alternatively, the HAC may recommend some action following the fact-finding stage. If the formal resolution or mediation is not possible at these stages, then the complaint should proceed to a formal hearing before the HAC.

The HAC does have the power to hold a formal hearing.

### **MANDATE**

The committee's mandate is that of a fact finder. The committee can hear from witnesses, review any other materials including written or video that will assist the committee into finding out the facts surrounding the incident(s) in question.

### **HEARINGS**

Harassment & Abuse hearings will be held in camera.

- The Committee cannot operate and does not operate as a court of law.
- Therefore an informal, but fair fact finding hearing will be held.
- The Committee will in advance of the hearing establish which information and or witnesses will be pertinent to the enquiry.
- Only those individuals that were impacted directly or have pertinent information will be asked to appear.
- The Committee encourages all parties to be brief and to the point. Only necessary witnesses will be heard from.
- The Committee always frowns on involving minor-aged players in hearings unless absolutely necessary.
- The Committee wants to hear what people do say, not what they will say, there will be any need for opening addresses.
- After a witness has given her/his version of events, questions may be asked by the Committee members.

### **WITNESSES**

- Witnesses will not be “sworn in” but it will be presumed that they will tell the truth to the very best of their ability.
- Witnesses should make true and factual statements to the committee avoiding commentary.
- Witnesses will be asked to give their own version of events and their evidence will not be lead by counsel.
- Witnesses providing information shall only provide facts that they personally witnessed. Hearsay or speculation is not acceptable.

## **OUTCOMES**

- The Committee will submit a written report to the Club President and after consulting with the O.H.F. & G.T.H.L. will render its decision.
- The Committee decision will consist of a statement that concludes whether there was a violation of the Harassment and Abuse Policy.
- If there was a violation, the Committee in conjunction with the OHF& GTHL will make recommendations that may include but are not limited to:
  - a) Suspension
  - b) Dismissal
  - c) Probation
  - d) Attendance at a Harassment and Abuse prevention seminar
  - e) Other sanctions

## **APPEAL PROCESS**

Any Appeal of the HAC decision will provide the opportunity for a fair review of any sanction by the STHC Executive Committee.

The scope of the appeal is limited, and will be based on the written record only no witnesses will be called.

The Club decision is final and binding.

## **Policy #00-04**

### **RESPONSIBILITIES OF THE TEAM OFFICIALS**

#### **HEAD COACH - Job Description**

This Position will require a Police Records Check and be subject to a performance review.

- Oversee and be responsible for all aspects of the day-to-day operation of your team to ensure the objectives and the Mission statement of the Streetsville Tigers Hockey Club are met.
- Be a spokesperson for the team and represent the team at all meetings and functions. Review and follow the requirements of the Rules of Operation and policies including the Bullying and Harassment and Abuse Policies and Procedures.

- This position requires you to be familiar and comply with all GTHL/OHF/HC & Club Rules of Operations and policies.
- This position requires you appoint a team manager, based on input from your team parents and informing the General Manager of your choice.
- This position requires you to develop and maintain an awareness of good conduct from yourself and the team in competition **and at practices.**
- This position requires you instil in your players good sportsmanship and to teach them hockey skills.
- This position requires you to attempt to locate the highest calibre of players for their particular team.
- This position requires you to adhere to a policy of equitable ice time for all players, accept where disciplinary action is being applied as outlined in the Rules of Operation.
- This position requires that you submit to the Club President for approval a Preliminary Team Budget four weeks prior to Tryouts.
- This position requires that you ensure that an adult when in the dressing room using the two deep method of supervision always supervises your players.
- Ensure that all team officials that you retained to assist you run your team are properly screened and comply with all requirements as set out in the TEAM OFFICIAL PROTOCOL

#### **4.2.2. TEAM MANAGER**

**This Position will require a Police Records Check and be subject to a performance review.**

- Oversee and be responsible for the following aspects of the day-to-day operation of your team.
- Assist the coaching staff to ensure the objectives and the Mission statements of the Streetsville Tigers Hockey Club are met.
- Be a spokesperson for the team and represent the team at all parent meetings and functions.
- Review and follow the requirements of the Clubs' Rules of Operation and policies including the Bullying & Harassment and Abuse Policies and Procedures.
- Be the liaison between the Head Coach and the Team parents.
- Shall ensure that all team communication and correspondence is complied with, the requirements as outlined in the Clubs' Rules of Operation.
- Shall ensure the team bank account is set up in accordance with requirements as outlined in the Clubs' Rules of Operation.
- Shall ensure that the monthly financial statement is turned over to the President in accordance with the Clubs' Rules of Operation.
- Shall ensure that the team's approved budget is submitted to the President, prior to start of the regular season.

- Shall ensure that Club Equipment & Game Sweaters are handled as per the Clubs' Rules of Operation.
- Shall ensure that team officials and players are properly dressed as per the Clubs' Rules of Operation.
- Shall ensure that the team's dressing room is locked during all games and practices.

#### **4.2.3 ASSISTANT COACH**

**This Position will require a Police Records Check and be subject to a performance review.**

- Assist the Head Coach with all aspects of the day-to-day operation of your team to ensure the objectives and the Mission statement of the Streetsville Tigers Hockey Club are met.
- Be a spokesperson for the team and represent the team at all meetings and functions when the Head Coach is unable to attend.
- Review and follow the requirements of the Clubs' Rules of Operation and policies including the Bullying & Harassment and Abuse Policies and Procedures.
- This position requires you to comply with all GTHL/OHF/HC & Clubs' Rules of Operation and policies.
- This position requires you to assist the head coach develop and maintain an awareness of good conduct from yourself and the team in competition and at practice.
- This position requires you instil good sportsmanship in your players and teach them hockey skills.
- This position requires you to assist the head coach in his attempt to locate the highest calibre of players for your particular team.
- This position requires you to adhere to a policy of equitable ice time for all players, accept where disciplinary action is being applied as outlined in the Club's Rules of Operation.
- This position requires that you ensure that an adult when in the dressing room using the two deep method of supervision always supervises your players'.

#### **4.2.4 AS THE TEAM OFFICIALS**

**(Head Coach, Assistant Coaches, Trainer and Manager)**

**THEY ARE EXPECTED TO:**

**AS A LEADER, THEY ARE EXPECTED TO:**

- Establish seasonal goals and objectives
- Use a democratic coaching style
- Provide an appropriate role model from whom your players can learn
- Develop leadership abilities in your athletes
- Establish a positive respectful relationship with the referees
- Meet with parents on a regular basis

- Demonstrate a sincere interest in helping athletes to maximize their potential
- Provide a safe and fun environment so that our athletes can enjoy their hockey
- Lead by example.

**AS A TEACHER, THEY ARE EXPECTED TO:**

- Teach the necessary hockey skills for the age group – develop a seasonal plan
- Teach skills using proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn (patience and perseverance)
- Teach more than just hockey skills.

**AS AN ORGANIZER, THEY ARE EXPECTED TO:**

- Plan effective practices
- Select support staff that will provide maximum benefit to yourself and your players
- Seek assistance of the parents of your players in running activities of your program
- Hold regular Parent and Player meetings
- Attend all Tiger Club meetings as directed
- Keep the Tiger General Manager apprised of all team activities
- Ensure Tiger Team Manager is copied on all team correspondence
- File an end of Season Report with the Tiger Team General Manager

**AS A RISK MANAGEMENT PARTICIPANT, THEY ARE EXPECTED TO:**

- Have and Review safety action plan with your team trainer
- Ensure that all ice activities in practice have proper supervision
- Review all billeting and travel plans for the team to ensure safety
- Report any arena deficiencies to the Tigers General Manager
- Review player equipment on a regular basis for defects
- Monitor rehabilitation of injured athletes and medical clearance to return to play
- Report any player abuse or harassment to the Tigers General Manager

**Policy #01-01**

**BINGO PROCEDURES - (THE CLUB CURRENT HAS NO BINGOS-)**



## **Policy #01-02 RELEASING PLAYER FROM SUPERVISION**

It is the policy of the STHC to have a parent/guardian of an under age Tiger player fill out a: STHC RELEASING CHILDREN FORM at the beginning of each season. Your team manager will provide these forms to you. This form will be kept on file with the team.

## **Policy #01-03 OFF-SITE-ACTIVITIES and ROAD TRIPS**

It is the policy of the S.T.H.C. to have guidelines that govern off site activities and road trips to protect team officials and team players.

**All activities, which take place in a facility other than the regular “home” facility, should be scheduled in advance with players and parents/ guardians given advance notice.**

**Off-site activities, which fall outside of normal practice/ game/ training routines, should fall under one of the following categories:**

- **Team celebration (e.g. End of Season party)**
- **Sports clinic to acquire/ improve specific skills**
- **Sport-related activity (e.g. the team attends a leaf game together)**

### **Guidelines for off-site activities**

- The team should attempt to organize activities where parents/guardians can be included.
- Activities for **“players only”** should take place in a public facility; activities, which take place in a private home, **must** involve the parents/ guardians.
- Activities should take place in a specific location, with a specific starting and ending time.
- Players and parents/ guardians should be notified of the nature of the activity, any equipment/ clothing/ supplies required, and an informal agenda of events.
- At activities for under-age players, personnel should not consume alcohol or make alcohol available.
- The facility should have adequate toilet and changing facilities if required.
- The facility or private home must be safe, properly maintained and adequately supervised depending on the age of the players.

### **ROAD TRIPS**

Before leaving on any road trip, players, team personnel and parents/ guardians must devise mutually agreeable ground rules for travel. The following guidelines may be considered, based on the age of the players, personnel to player ratio, destination, and physical or developmental capability of players: Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “two deep” rule is observed at all times.

Players of different genders should not share accommodations. Clear boundaries regarding conduct should be defined

## **Policy #01-04 LATE CAREGIVERS**

It is the policy of the STHC to set out procedures on what should be done if a parent/guardian or caregiver is late in picking up a player after a team activity.

Late pick-ups of under-age players can create difficult situations for team personnel. To avoid this type of incident all parents/guardians of under age Tiger players are required to fill out a S.T.H.C. RELEASING CHILDREN FORM at the beginning of each season. (These forms will be provided by your team manager and will be kept on file with the team.)

It is not the team officials' responsibility to transport players in the event a caregiver becomes detained. To that end the team coaching staff are to work with the Parents/Guardians to develop a mutually satisfactory action plan to ensure that the players are not left waiting after a team activity.

Team coaching staff must provide the parents with a schedule for all practices, games, team social activities, and training sessions for the season and update this schedule in writing as often as necessary.

In the event that a player's ride is late the following procedure is in place and will be followed by members of the STHC coaching staff.

### **Team officials DO NOT**

- Automatically drive the player to their home, to your home, or to any other location.
- Invite the player to wait in your vehicle with you alone; ensure that there is another person with you.
- Remove the player from the facility.
- Send the child home with another person without the parent's permission.

### **Team officials SHOULD**

- Attempt to phone the parent/guardian.
- Check your message centre or contact number for information from the late parent.
- Attempt to contact the alternate contact provided by the parent.
- Wait at the facility with the child and, ideally, other personnel, team members or parents. (Remember the two deep method of supervision)
- When the parent arrives, address the issue of late pick-ups immediately and directly.
- If lateness becomes a repeated occurrence, advise the General Manager.
- If a caregiver arrives to pick-up a player and is impaired the police must be called immediately.

### **Procedures for late pick-ups**

**10-15 minutes:** Coaching personnel will check a designated message centre for a message/ instructions from the late parent/guardian. Team personnel will remain at the facility with the child until picked up by the parents or authorized designate.

**30 minutes:** Team Officials will attempt to reach the parents at their home/work and/or will contact the alternate contact person provided by the parent. Team officials will remain at the facility with the child until the child is picked up by the parent/guardian or alternate contact.

**45 minutes:** Team officials will contact the local police to inquire if there has been an accident. Team officials will continue to call the alternate contact to attempt to arrange care for the child.

**Over 1 hour:** The team official will contact the local CAS for instructions and/or advice.

## **Policy #01-05**

### **PHYSICAL CONTACT**

It is the policy of the STHC that all physical contact between the coaching, training staff and players be limited to and for the following purposes:

- To develop sport skills/ techniques
- To manage an injury
- To prevent an injury
- To meet the requirements of the sport

### **COMFORTING AND/ OR CONGRATULATING PLAYERS**

Comforting and/ or congratulating players are an important part of the relationship between coaches and players. Guidelines for this type of touch are:

- Limit touching to “safe” areas, such as hand to shoulder.
- Make your intention to congratulate or comfort clear to the player.
- Get permission from the player before embracing them – remember that personnel are in the position of power.
- Respect a player’s discomfort or rejection of physical contact.
- Be sure that touching occurs when others are present.
- Touch should be appropriate to the development age of the player

Sexual activity is never appropriate for a member of the coaching staff to form a sexual relationship with a younger player – under age of majority and is prohibited.

## **Policy #01-06**

### **DISCIPLINE**

It is the policy of the STHC that all discipline as defined below of players by the coaching staff shall be limited to and for the following purposes:

### **DISCIPLINE**

Discipline may be required on occasion due to inappropriate behaviour of players. Discipline by coaches and all team personnel must be administered appropriately in a controlled manner,

mindful of the age and developmental level of the player, with a clear goal of teaching appropriate behaviours. Discipline must not be used impulsively or out of anger, to gain power over players, or to embarrass or humiliate players.

**DISCIPLINE IS USED:**

- To develop a sense of responsibility for actions
- To instill a respect for others and their property
- To establish and reinforce a value system upon which judgments about 'right' and 'wrong' can be learned
- To learn to act with consideration rather than impulsiveness
- To establish a pattern of behaviour and attitudes that allows a child to interact with others in a positive way.
- To set reasonable limits where the child or youth learns decision-making and problem solving skills
- To make a child or youth conscious of inherent danger

Fairholm, 1997

**Policy #01-07**

**HAZING**

It is the policy of the S.T.H.C. that all forms of hazing are unacceptable. Any player, team official, executive member, having participated in or condoned any incident of hazing, shall be subject to a suspension of not less than one (1) year.

**Policy #03-01**

**VOLUNTEERS:**

The Streetsville Tigers are committed to leading by example and encouraging their members to volunteer their time for the betterment of the club, the community and themselves. To that end the following policy has been adopted to offer our members the opportunity to volunteer.

**1. COMMUNITY SERVICE HOURS**

**PLAYERS**

Any player 16 years and older who wish to work off their community service hours are welcome to do so by volunteering for the following Tiger events:

- Tiger Tournament,
- Tiger Tryouts.

**2. MANDATROY BINGO VOLUNTEERING – The Club Currently has No BINGOS**

**TEAMS**

Teams will be required to supply two parents or coaches for a minimum of five Bingos during the season. The Bingo sessions will be schedule by the club and communicated to the Team Manager and posted on the Web Site.

Revised March 2007

**Policy #03-02**  
**CLUB ADMINISTRATOR / ASSISTANT ADMINISTRATOR**

**Duties to Include, but not limited to:**

- Keep Boardroom Operational
- Keep photo copier operational & supplied with paper
- Update Tiger Game Board
- Pick up mail
- Keep trophy cases up to date
- Prepare meetings: Executive, Coach, Parent
- Oversee Fundraising & Special Events
  - Silent auction
  - Try outs
  - Review all Tiger Team purposed fundraising events
  - Parent & Coach Appreciation Banquet
  - End of year Player Banquet

The Administrator will have access to a float of an amount to be determined by executive.

The Administrator and Assistant Administrator shall be paid positions and the Annual fee/salary to be set by the STHC Executive.

Rate of pay is not to exceed \$25.00 per hour plus mileage. Mileage rate \$.40 per km.

Executive Motion passed March 5<sup>th</sup> 2003.

**Policy #04-01**  
**Volunteer and Member with Criminal Records**

It is the responsibility of the Streetsville Tigers Hockey Club to provide a good safe environment and to teach good sportsmanship to the membership. STHC requires volunteers of good moral character and a positive role model for children.

Streetsville Tigers Hockey Club to will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applications where possible.

Streetsville Tigers Hockey Club recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Individuals who have been charged, suspected or accused of the following may be excluded from a position of trust within the association:

- Individuals with convictions within the last 10 years for provincial offences related to a bona fide occupational requirement or qualification

- Convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- As a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors

Individuals who have been convicted of the following will not be accepted for a position of trust with minors within the association:

- Physical or sexual assault, sexual exploitation, invitation to sexual touching, sexual interference
- Indictable criminal offences for child abuse
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 18
- Intent to traffic or trafficking in illegal substances convictions
- Possession or other illegal substance convictions

The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors in writing for a review of their record.

It should be noted that every staff member or volunteer once accepted, is obliged to inform the appropriate Association Executive, if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Police records checked will be required every two years.

#### **Policy #04-02**

##### **Code of Ethics for Players, Coaches, Officials, Volunteers and Parents**

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image to Hockey.

#### **Policy #05-01**

##### **Head Injuries and Concussions**

Background (as defined by the Brain Association of America and the Canadian Academy of Sport Medicine)

- A concussion may be sustained through a variety of mechanisms. A direct blow to the head, blow to the jaw, sudden twisting or shearing force and a sudden deceleration of the head (similar to a “whiplash” – type injury) can all produce concussive signs and symptoms.
- Both closed and open head injuries can produce a concussion. A concussion is the most common type of traumatic brain injury.
- A concussion is caused when the brain receives trauma from an impact or a sudden momentum or movement change. The blood vessels in the brain may stretch and cranial nerves may be damaged.

- A person may or may not experience a brief loss of consciousness (not exceeding 20 minutes). A person may remain conscious, but feel “dazed” or “punch drunk”.
- A concussion may or may not show up on a diagnostic imaging test, such as x-rays, CAT Scans and MRIs.
- Skull fracture, brain bleeding, or swelling may or may not be present. Therefore, concussion is sometimes defined by exclusion and is considered a complex neurobehavioral syndrome.
- A concussion can cause diffuse axonal type injury resulting in permanent or temporary damage.
- A blood clot in the brain can occur occasionally and be fatal.
- It may take a few months to a few years for a concussion to heal.

### **STHC Philosophy:**

**The STHC believes that the participants safety and health is paramount and should be first and foremost in determining the most appropriate time in which a player may return to play once that individual has suffered a suspected or identified head injury.**

### **STHC Policy:**

- 1) Any player who suffers a SUSPECTED Concussion must stop participation in the hockey activity immediately. If there is doubt as to whether a concussion has occurred, it is to be assumed that it has and that the player’s parents/guardian be encouraged to have the injury properly diagnosed at a hospital ASAP. A hockey activity is defined as any on-ice or off-ice team function involving physical activity.

AND

- Any player who is diagnosed by a medical Doctor with any grade of concussion must stop participation in all hockey activities immediately. A hockey activity is defined as any on-ice or off-ice team function involving physical activity.
- 2) Team Officials are responsible to recommend to the individual’s parent or guardian that they seek medical attention immediately, especially if the injury incurred in any form of hockey participation.
  - 3) The participant is not permitted to return to any hockey activity until a medical Doctor gives written permission.
  - 4) Copies of such documentation MUST be submitted to the GTHL Office prior to the participants return to any hockey activity.

### **Policy #07-01**

#### **REFUND FORMULA**

Reneging on your commitment is a serious matter for both the Club and the Team you made the commitment to. Failing to honour your commitment also carries serious implications and financial consequences:

1. You forfeit you right to all Tiger equipment or player apparel once you quit.

2. You made a financial commitment to both the Club and the team which must be taken into account and still remains even when you quit and walk away from your team. The Club and Team base their budgets on the number of players so when you walk away you create undo hardship on the remaining players and the Club.

REFUND FORMULA		September	October	November
V.J. Reno Commitment		\$6.00	\$12.00	\$18.00
Practice Ice		\$98.00	\$196.00	\$294.00
General		\$59.00	\$118.00	\$177.00
Contingency		\$11.00	\$22.00	\$33.00
Admin/Operations		\$51.00	\$102.00	\$153.00
<b>Sub-Total</b>		<b>\$225.00</b>	<b>\$450.00</b>	<b>\$675.00</b>
Equipment		\$375.00	\$375.00	\$375.00
Advertising		\$28.00	\$28.00	\$28.00
Insurance		\$53.00	\$53.00	\$53.00
Apparel		\$74.00	\$74.00	\$74.00
Special Events		\$38.00	\$38.00	\$38.00
<b>Sub-Total</b>		<b>\$568.00</b>	<b>\$568.00</b>	<b>\$568.00</b>
<b>Total Deducted from Refund</b>		<b>\$793.00</b>	<b>\$1018.00</b>	<b>\$1,243.00</b>

Player	\$1,575.00	Refund	\$782.00	\$557.00	\$332.00
Goalie	\$1,525.00	Refund	\$732.00	\$507.00	\$282.00

Revised January 2016

### Policy #07-02

#### ASSISTANT TEAM OFFICIAL PROTOCOL- Under development

### Policy #09-01

#### GAME MUSIC

The Streetsville Tigers are committed to being a leader in minor hockey and giving their players a fulfilling hockey experience in every way possible. One of the ways that the Tigers Club has strived to achieve this was to introduce the capabilities for its teams to be able play music during stoppages of play.

#### LOCATION

The music computer is set up in the gondola which is located at centre ice over the players' benches at the Streetsville Arena / Vic Johnston Community Centre.

#### ACCESS

Access can be gained by following these steps:



Each team must register with the Club the name of the person who will be playing music for that team.

1. That person must be responsible age. (Over 16 year of age)
2. Only the registered person is allowed into the gondola.
3. The area must be kept clean and tidy.
4. The registered person must have been trained by the club.
5. The computer password is not to be given out.
6. The key to the gondola and computer box can be picked up at the arena snack bar. (You must exchange your car keys for the gondola key)
7. The door to the gondola must remain locked at all times when no registered person is present.
8. Any damage or broken equipment must be reported to the Club.
9. All music played must be acceptable, containing no foul or suggestive language.
10. The volume must be kept at a reasonable level.

While the Tigers Hockey Club encourages the use of game music it is up to the individual teams as to whether or not they wish to utilize the game music.

March 2, 2009

## **POLICY #15-01**

### **ACCEPTABLE ONLINE BEHAVIOUR**

- Never treat someone online in a way that you wouldn't feel comfortable doing face to face. As a team/association we will not tolerate negative treatment of others especially on-line.
- Participants are asked to respect that the dressing room and bus are a time to spend with their teammates - use of mobile devices that isolate you from this interaction are not recommended – any uncertainty regarding this area should be discussed with your Coach
- Similarly the dressing room and any off ice training venue are team specific. Devices that take the athletes focus away from the task at hand are NOT allowed.
- Never share your passwords with anyone other than a trusted adult.
- Never share your cellphone numbers or email addresses unless you know and trust the person.
- Never share your personal information or photos in a chat room.
- Never post, email or forward naked photos of yourself - or anyone else – to anyone.
- Always stand up to bullying behaviour you see online
- Always talk to a trusted adult about your online relationships and what you see online. If you are being cyber bullied or concerned that someone else is, you don't have to deal with it alone.
- Always protect yourself. If you think you or someone else is being harassed or threatened, make a copy of the message before you delete it. Internet service providers, cell phone service providers, and social networking websites like [Facebook](#) have terms of use that forbid bullying, harassing, malicious or illegal behaviour. Contact them so they can investigate the issue or remove the offending material. Approach the police when physical threats are involved or a crime has possibly been committed.

## **POLICY #15-02**

### **Unsanctioned Tournaments**

This policy covers all Tiger teams that wishes to participate in tournaments held during the summer months.

It should be realized by coaches, parents and players that in general these summer tournaments are NOT SANCTIONED by any minor hockey governing body (e.g. in Southern Ontario the governing bodies would include the Greater Toronto Hockey League (GTHL), the Ontario Minor Hockey Association (OMHA) and the Minor Hockey Alliance of Ontario). In an unsanctioned tournament, none of the players or the coaching staffs of participating teams would receive the benefit of Hockey Canada's insurance coverage.

A sanctioned tournament is granted a Canadian Hockey Association Tournament Sanction Permit by the appropriate governing body and this Permit must be made available by the tournament organizers to any team that wishes to peruse it. Accordingly this is the only type of tournament where the Club will grant permission for its teams to enter. We cannot and will not provide any team with permission to enter an unsanctioned tournament because by so doing we could be construed as providing comfort where none can legally be provided.

We acknowledge that many teams view these summer tournaments as opportunities to fine tune their skills before the start of the regular season. However, we want everyone to be cognizant of the risks involved and therefore we have instituted a policy that will apply to all Tiger teams entering an unsanctioned tournament at any time:

1. The team MUST NOT portray itself as representing the Streetsville Tigers Hockey Club nor may it use any Tiger name or uniforms;
2. The team will be considered a "summer" or "travelling" team for this purpose and will not have any connection to the Streetsville Tigers Hockey Club. Furthermore it will not have the protection of the By-Laws or Rules and Regulations of the Club;
3. The team must be responsible for its own insurance coverage where the tournament itself does not provide same. If the tournament organizers claim to have insurance coverage, the team's coaching staff should ask to see a copy of the insurance policy;
4. Any Team Official registered with or desiring to register with the Club for the regular season will be subject to the Club's disciplinary procedures should he or she violate this policy.

## **POLICY #15-03**

### **Cell Phone Policy**

(Cell phones, cameras, camera phones, smart phones, tablets, etc.)

With the advancement of certain technology allowing cell phones and tablet devices the capability to offer functions such as cameras that allow users the opportunity to secretly photograph or videotape objects in front of them while appearing to dial a number has raised significant concern to the Streetsville Tigers Hockey Club. The potential exists for inappropriate behavior of camera phone users photographing others undressing and showering in the dressing rooms.

The potential danger of violating an individual's privacy will not be tolerated by the STHC; and therefor the following policy has been implemented:

The use of any form of camera, video camera, camera phone, or any other personal digital accessory capable of photographs or video is prohibited in any recreational facility change rooms during any STHC sanctioned event.

In an effort to ensure participant safety the STHC has also implemented the following policy:

The use of a cell phone/personal digital assistant on the players' bench by any individual is strictly prohibited during any STHC sanctioned event.

In the event an individual is required to take a phone call, they should remove themselves from the bench area until they have finished their business provided there are other team officials remaining on the bench. Exceptions will be made for on-ice medical emergencies where a cell phone is required to call 9-1-1.

## **POLICY #15-04**

### **ICE RESURFACING MACHINE**

As per the Streetsville Arena/Vic Johnston Community Centre policy, players are not to go on the ice surface until the ice resurfacing machine is off the ice and the operator has closed the door.

Players, occasionally, seem to forget this rule. **THIS IS A HIGHLY DANGEROUS THING TO FORGET.** Players standing in the open door of the player's bench or sitting on the boards at the bench can be pushed onto the ice in front of the ice resurfacing machine.

This practice must not happen. Doors of the players' benches must remain closed until the ice resurfacing machine operator closes the ice resurfacing machine door. Also players are not to sit on the boards prior to going on the ice.

Coaches are to ensure there is a member of the coaching staff with the team prior to the start of the game and or period to ensure the doors to the ice is closed and the players are not in harms way.