



PROMOTING POSITIVE BEHAVIOUR IN HOCKEY

**GTHL
SPEAK OUT
POLICIES
AND
PROCEDURES**

MARCH 22, 2007



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CODE OF CONDUCT

1. The Greater Toronto Hockey League (“GTHL”) is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all GTHL activities, athletes, coaches, assistant coaches, trainers, managers, officials, parents, directors, officers, volunteers, employees or chaperones and others within the GTHL and each of the GTHL Member Associations (defined as the Clubs, Divisions and Affiliated Groups accepted for membership in the GTHL from time to time):
 - a) shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the GTHL will not tolerate behaviour that constitutes harassment or abuse or bullying;
 - b) shall avoid behaviour which brings the GTHL and/or its Member Associations, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs;
 - c) shall not use unlawful performance enhancing drugs or methods, nor shall they engage in any activity or behaviour that endangers the safety of others; and
 - d) shall at all times adhere to the Hockey Canada, Ontario Hockey Federation (“OHF”), GTHL and its Member Association’s operational policies and procedures, to rules governing Hockey Canada, OHF, GTHL or Member Association events and activities and to rules governing any competition in which they participate on behalf of the OHF, GTHL or GTHL Member Association.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association and/or GTHL including the opportunity to participate in OHF, GTHL and its Member Association activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

INTRODUCTION

This document includes Policies and Procedures that enhance the Hockey Canada and Ontario Hockey Federation Speak Out Policies and Procedures. All GTHL Member Associations are obligated to adhere to these Policies and Procedures as stated.

The following policies have been approved by the GTHL Board of Directors. It shall be the obligation of all GTHL Member Associations to adhere to these policies.

Please refer to the following for more information:

1. Hockey Canada Policy on Harassment and Abuse – www.hockeycanada.ca
2. OHF Harassment and Abuse Policies – www.ohf.on.ca
3. OHF Code of Conduct – www.ohf.on.ca
4. Hockey Canada “Safety for All” Booklet – Copies can be obtained from the GTHL Office.

1. POLICY STATEMENTS

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

2. EFFECTIVE DATE

- 2.1 June 27, 1998
- 2.2 Revised March 22, 2007

3. GTHL MEMBER ASSOCIATION REQUIREMENTS

- 3.1 GTHL Member Associations are responsible for adopting and implementing a policy similar to, and consistent with this policy.

4. DEFINITIONS

4.1 Child

Child means a person between the age of 0 and 16 years.

4.2 Youth

Youth means a person between the age of 16 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 under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example, engaging in bullying as well as provoking bullies to attack by taunting them).

4.5 Harassment

Harassment is offensive behaviour – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment may occur when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

4.6.1 Emotional Abuse

Emotional abuse is a chronic attack on a child or youth'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 or youth's needs.

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 or youth. 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. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

4.6.4 Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth 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.

4.7 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 (e.g. an internal fact finding), to be contrary to the GTHL Code of Conduct and that is not harassment, abuse or bullying.

4.8 Complaint

Complaint refers to any allegation, oral or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the GTHL.

4.9 GTHL and Member Association Personnel

GTHL Personnel, for the purposes of this document and its appendices, shall include not only paid staff members but also GTHL Directors and Officers, committee chairs and members, on-ice officials, supervisors and instructors and any other persons who may be identified by the GTHL President. A GTHL Member Association's Personnel, for the purposes of this document and its appendices, shall include not only paid staff members but also Directors and Officers, committee chairs and members, on-ice officials, supervisors and instructors and any other persons who may be identified by the Member Association President.

4.10 Billet

A billet is any community volunteer who applies or is requested by a GTHL Member Association or one of its members to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

4.11 Volunteer

A volunteer is defined as a non-paid person who donates, enters or offers his or her time freely to assigned specific duties.

5. SCREENING PROCESS

The GTHL will conduct the following 10-step screening process for GTHL Personnel and recommends that each Member Association and their members follow the same 10-step screening process within their respective jurisdictions, with the exception that steps 5.7 and 5.8.2 of the screening process shall be required of all organizations within the jurisdiction of the GTHL.

Volunteers and staff who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.

5.1 Position Design

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

5.2 Position Description

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position (see Appendix A).

5.3 Application Form

Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate (see Appendix C).

5.4 Formal Recruitment Process

Post all staff and volunteer positions and indicate that screening is a part of the application process.

5.5 Conduct Interviews

Conduct interviews for staff/volunteers to ensure candidates meet the position requirements and fit in with the organization.

5.6 Reference Check

Implement a standard reference check questionnaire and follow through with candidate's list of references.

5.7 Criminal Record Check

5.7.1 All coaches, assistant coaches, trainers, managers and anyone else determined by the Risk Assessment Tool (Appendix B) will be subject to Criminal Record Checks.

5.7.2 All officials, supervisors, and instructors who are 18 years of age or more will require a Criminal Record Check in order to officiate, supervise or instruct (Appendix E).

5.7.3 No check submitted may be older than four (4) months.

5.7.4 Checks of a person's service are required for the first year in a position that mandates one and every four years thereafter.

5.7.5 Previous offences that may exclude a person's application for a position within the GTHL and its Member Associations include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.

5.7.6 It is recommended that if Billets are used they be properly screened by the GTHL Member Association or its member and complete a Criminal Record Check.

5.8 Orientation and Training Sessions

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

5.8.2 All Coaches, Assistant Coaches, Trainers and Managers within the jurisdiction of the GTHL are required to be certified in the Speak Out Program.

5.9 Supervise and Evaluate

The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position. An example of supervision may include an unscheduled observation of a practice or game. An example of evaluation may include an end of season interview with a Coach or Team Staff member.

5.10 Follow up

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

6. SCREENING ADMINISTRATION

GTHL Responsibility

- 6.1** The GTHL Executive Director (or designate) will maintain records of all GTHL Personnel required to be certified in Speak Out. The Criminal Record Checks of GTHL Personnel who are required to submit such information will be directed to, reviewed by and maintained by the GTHL Legal Counsel.
- 6.2** All personal records maintained by the GTHL and GTHL Legal Counsel will be obtained and secured in compliance with the GTHL Privacy Policy.
- 6.3** GTHL Personnel will be required to provide a Criminal Record Check upon assuming their role or at the request of the GTHL President, and every four years thereafter. Where a GTHL Personnel member has provided a Criminal Record Check to Hockey Canada, the OHF or any Member Partner thereof or any GTHL Member Association within the past four years, that Criminal Record Check may be accepted by the GTHL when presented by the applicant. The cost of providing a Criminal Record Check will be assumed by the individual.

Member Association Responsibility

- 6.4** The Member Association President (or designate) will maintain records of all Member Association Personnel required to be certified in Speak Out. The Criminal Record Checks of Member Association Personnel who are required to submit such information will be directed to and maintained by the Member Association's Legal Counsel or Professional Designate.
- 6.5** All personal records maintained by the Member Association and Member Association Legal Counsel will be obtained and secured in compliance with the Member Association Privacy Policy.
- 6.6** Member Association Personnel will be required to provide a Criminal Record Check upon assuming their role or at the request of the Member Association President, and every four years thereafter. Where a Member Association Personnel member has provided a Criminal Record Check to Hockey Canada, the OHF or any Member Partner thereof, including the GTHL, or any GTHL Member Association within the past four years, that Criminal Record Check may be accepted by the Member Association when presented by the applicant. The cost of providing a Criminal Record Check will be assumed by the individual.
- 6.7** It shall be the policy of the GTHL that each Member Association must provide documentation of its Harassment / Abuse implementation efforts to the GTHL on an annual basis when it applies for membership, as follows:
 - (a) in the case of a GTHL Club, at the same time as it applies for teams, the first such filing to occur on or before February 1st. 2008;
 - (b) in the case of a Division, on or before March 1st., the first such filing to occur on or before March 1st. 2008; and
 - (c) in the case of an Affiliated Group, on or before June 1st., the first such filing to occur on or before June 1st. 2008.

This documentation will be provided on a check off form (see Appendix D) and signed by the Member Association President or General Manager. A statistical summary of these reports will be forwarded to the OHF annually.

Supporting Documentation

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

7. RECEIVING A COMPLAINT

7.1 Abuse

When there is a complaint of abuse of a child participant there will be no investigation by the GTHL, Member Association, or any member thereof. Any investigation will be conducted by the police or appropriate child protective agency.

7.1.1 If a complaint of abuse of a child participant results in a conviction, the GTHL, Member Association will exclude the individual convicted.

7.1.2 If a complaint of abuse of a child participant does not result in a conviction, the GTHL, Member Association or member thereof may nevertheless deal with the matter as one of harassment, bullying or misconduct under 7.2 below.

7.2 Harassment

Complaints of harassment, bullying or misconduct may be handled informally where possible or formally, but within a reasonable timeframe.

7.2.1 The GTHL, GTHL Member Associations and any members thereof are not required to deal with all complaints. The GTHL may decide to deal with the complaint but may decide not to deal with it if it is of the opinion that it:

- (a) could be more appropriately dealt with under another policy, rule or regulation;
- (b) is frivolous, vexatious or made in bad faith;
- (c) is not within the governing body's jurisdiction; or,
- (d) is based on occurrences that are more than six months old.

7.3 Complaints of harassment, abuse or bullying will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

8. COMPLAINT ADMINISTRATION

8.1 GTHL Responsibility:

- 8.1.1 Upon notification of a Complaint, the GTHL will report the situation and all relevant information to the Ontario Hockey Federation who will notify the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines. In addition, the GTHL will notify the Member Association of the nature of the complaint.
- 8.1.2 In the case of a Complaint not warranting further investigation by the GTHL, the GTHL President may request the relevant Member Association to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Association to be dealt with in accordance with this policy and the Member Association policies.
- 8.1.3 All complaints must be filed on the GTHL Complaint Intake Form (see Appendix F)
- 8.1.4 The GTHL will provide an annual report to the OHF on or before June 1 each year that will include: (a) the number of complaints of harassment, abuse, bullying and misconduct received; (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit; and (c) the number of Speak Out training sessions held and number of certified participants.

8.2 GTHL Member Association Responsibility:

- 8.2.1 Member Associations shall designate one person or committee to accept complaints originating from within their organization. This person or committee will be identified to the GTHL at the same time as the identification of the Registered Representatives.
- 8.2.2 Upon receipt of a Complaint submitted to the Member Associations' designated person, the designated person shall forward it **immediately** to the GTHL Executive Director (or designate).
- 8.2.3 It is the policy of the GTHL that any and all situations involving Harassment and Abuse must be reported to the GTHL and subsequently to the OHF.

9. INVESTIGATION

- 9.1** All investigations of harassment, bullying or misconduct will be conducted in accordance with the GTHL Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the GTHL President and where third party confidentiality is required the report may not be provided. Upon the final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.
- 9.2** When the GTHL is conducting an investigation, the report resulting therefrom will be received by the GTHL President or Executive Director for review and determination.
- 9.3** The GTHL will use an Independent Fact Finder to conduct an investigation it initiates.
- 9.4** Any decision for the GTHL to contact the police on the basis of the Investigation Report will be made by the GTHL President or Executive Director.

10. INVESTIGATION DECISIONS

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

10.1.1 the complaint is with merit;

10.1.2 the complaint is without merit;

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

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

11. DISCIPLINE

- 11.1** Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the GTHL and/or within any of the GTHL Member Association or member thereof found in violation of the Hockey Canada Policy on Harassment, Abuse and Bullying or the OHF Speak Out Policy or the OHF Code of Conduct or the GTHL Code of Conduct or the GTHL Speak Out Policies and procedures may be disciplined up to and including dismissal and/or revocation of membership in accordance with the GTHL Constitution, By-Laws and Regulations.
- 11.2** Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the GTHL and/or any of the GTHL Member Associations who knowingly brings a false complaint against a GTHL participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the GTHL Constitution, By-laws and Regulations.
- 11.3** Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse or bullying may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the GTHL President or other designate on a case by case basis in accordance with the GTHL Constitution, By-laws and Regulations.
- 11.4** Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the GTHL Constitution, By-Laws and Regulations.

12. SANCTIONS

- 12.1** When directing appropriate disciplinary sanctions, the GTHL and/or its Member Associations shall consider factors such as:
- a) The nature and security of the harassment and bullying information.
 - b) Whether the harassment and bullying involved any physical contact.
 - c) Whether the harassment and bullying was an isolated incident or part of an ongoing pattern.
 - d) The nature of the relationship between the complainant and the respondent.
 - e) The age of the Complainant.
 - f) Whether the respondent has been involved in any previous harassment and bullying incidents.
 - g) Whether the respondent admitted responsibility and expressed a willingness to change.
 - h) Whether the respondent retaliated against the complainant.
- 12.2** In directing disciplinary sanctions, the GTHL and/or its Member Associations may consider the following options, singly or in combination, depending on the nature and severity of the harassment and bullying:
- a) Verbal apology
 - b) Written apology
 - c) Letter of reprimand from the GTHL
 - d) A fine or Levy
 - e) Referral to counselling
 - f) Removal of certain privileges of membership or employment
 - g) Temporary suspension with or without pay
 - h) Termination of employment or contract
 - i) Suspension of membership
 - j) Expulsion from membership
 - k) Publication of the details of the sanction
 - l) Any other sanction that the GTHL and/or its Member Associations may deem appropriate.
- 12.3** Failure to comply with a sanction as determined by the GTHL and/or its Member Associations shall result in automatic suspension of membership in the GTHL and/or its Member Associations affiliated with the GTHL, until such time as the sanction is fulfilled.
- 12.4** Notwithstanding the procedures set out in this policy, any individual participating in GTHL business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the GTHL for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the GTHL in accordance with this policy.

13. APPEALS

- 13.1** Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with GTHL Regulation 15.
- 13.2** It is the policy of the GTHL that the qualifications of the GTHL Harassment and Abuse Appeal Members may include, but is not restricted to: Child psychology, Mediation, Education, Law, Medicine, Hockey and who has attended a Hockey Canada Speak Out clinic.

14. AMENDMENTS

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

APPENDIX A - Position Design and Description

Position Design:

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

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

Position Description:

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

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

Sample Design and Description: House League Head Coach

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

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

APPENDIX B - Risk Assessment Tool & Rating

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

Eight Questions to consider when assessing the risk level associated with each position.

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

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

- Reference Check
- Police Record Check
- Regular supervision
- Participant evaluation of position
- Specific behaviour code is provided

APPENDIX C – Coaching Staff Application Form

Team applying to Coach: First Choice

Team (e.g. AAA, AA, A, Select, House League)	Age Category
----------------------------------------------	--------------

Team applying to Coach: Second Choice

Team (e.g. AAA, AA, A, Select, House League)	Age Category
----------------------------------------------	--------------

Team Presently Coaching:

Club/Association Name	Team (e.g. AAA, AA, A, Select, House League)	Age Category
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A copy of a Criminal Record Check must accompany this application form for all persons listed below if one has not been previously submitted. A Criminal Record Check must be submitted every four (4) years. Please place Criminal Records Check in an envelope with the person's name and "Criminal Records Check" shown on the envelope.

1. Head Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Record Check - Date issued		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification - Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking – Mandatory for all Atom Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out Certification - Mandatory Cert. Number -	

2. Assistant Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Record Check - Date issued		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification- Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking - Mandatory for all Atom Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out Certification - Mandatory Cert. Number -	



3. Assistant Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Record Check - Date issued		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification- Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking - Mandatory for all Atom Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out Certification - Mandatory Cert. Number -	

4. Trainer

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Record Check - Date issued		Coach Certification - Cert. Number - Level -	
Initiation Program Certification - Cert. Number -			
Body Checking Certification Cert. Number -			
Trainers Certification Level - Mandatory Cert. Number - Expiry Date -		Speak Out Certification - Mandatory Cert. Number -	

5. Manager

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Record Check - Date issued		Coach Certification - Cert. Number - Level -	
Initiation Program Certification - Cert. Number -			
Body Checking Certification - Cert. Number -			

8. List all Coaching Staff suspensions your team has received this past season

<i>Name</i>	<i>Number of Games</i>	<i>Offence</i>

Do you wish to disclose any previous record(s) of Offences?

<i>Official Charge</i>	<i>Date of Conviction</i>

An Interview may be required before a Coach and his or her Staff is selected.

Please forward application to:

Name:

Address:

City/Town:

Postal Code:

Email address:



APPENDIX D - Member Association Harassment & Abuse Monitoring Form

Policy 6.7: It shall be the policy of the GTHL that all GTHL Member Associations must provide documentation of their Harassment / Abuse implementation efforts to the GTHL on an annual basis. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded to the OHF annually.

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

	Implemented	Working Towards
Job Designs	_____	_____
Job Applications	_____	_____
Application forms and Process	_____	_____
Recruitment	_____	_____
Interviews	_____	_____
Reference Checks	_____	_____
Police Record Checks	_____	_____
Orientation and Training	_____	_____
Supervision / Evaluation	_____	_____
Participant Follow Up	_____	_____
Comments / Explanations:	_____	_____
	_____	_____
	_____	_____
Member Association Name:	_____	_____
Member Association President/General Manager:	_____	_____
Date:	_____	_____



APPENDIX E – Speak Out Policies for GTHL Officials

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

OFFICIALS:

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

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

SUPERVISORS

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

Guidelines:

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

ASSIGNORS

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

Guidelines:

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

PEERS

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

Guidelines:

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



DRESSING ROOMS/OFFICES

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

Guidelines:

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

DISCIPLINE

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

Guidelines:

- All disciplinary action must be respectful of the person while addressing the inappropriate behaviour. It should never be abusive or harassing in nature.
- Ridicule is not an acceptable form of discipline.
- The Manager, Hockey Operations is to follow the Disciplinary policy in the GTHL Officiating manual.

DUTY TO REPORT

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

Guidelines:

- Write down as much information as possible. (The teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul, if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident.)
- DO NOT WRITE THIS ON THE GAME SHEET.
- Send this report to the GTHL office.
- Do not discuss this with anyone except your fellow officials of the game. Ask them for their input if they witnessed this incident. (Although we want this reported, you must be positive of your decision.) A person's name and reputation could be on the line.
- If you are not sure whether to write it up or not, contact the GTHL office for their advice.

GTHL Speak Out Policy 5.7.2

"All officials, supervisors, and instructors who are 18 years of age or more will require a Criminal Record Check in order to officiate, supervise or instruct."

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

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

It is important to know if someone has been convicted of an abuse or harassment offense. CRCs do



serve a purpose, particularly in the case of high risk positions, as it signals in a very public way that the GTHL is concerned about the safety of its young athletes and officials.

This policy will take effect for the 2007-2008 season. All officials, supervisors, and instructors who are 18 years of age or more will require a Criminal Record Check in order to officiate, supervise or instruct in the GTHL. A police record check will be required every 4 years. These Criminal Record Checks shall not be more than 4 months old when submitted as per GTHL Policy 5.7.1.

Each applicant is responsible for obtaining the Criminal Record Check, paying the fee and submitting the results prior to him or her officiating. He or she is to have the results released to them directly. This puts more control into the hands of the individual and allows him or her to make the decision whether or not to share the results.

If the applicant agrees to release it, the Criminal Record Check must be sent to the GTHL Legal Counsel for his or her review. Such review would focus on areas such as: trafficking in controlled substances, child pornography, sexual offenses, assault causing bodily harm, robbery and aggravated assault (GTHL Speak Out Policy 5.7.3).

The Manager, Hockey Operations must supply the GTHL Legal Counsel with a list of registered officials within the jurisdiction of the GTHL.

The GTHL Legal Counsel will contact the Manager, Hockey Operations to inform him of the officials who have passed the screening process.

If the GTHL Legal Counsel has a concern, such as where the police have identified a criminal conviction, he or she would forward it on to an independent committee appointed by the GTHL Board of Directors, such committee to comprise three individuals, each of whom possesses a "Professional Designation" such as: Police, Chiropractor, Notary Public, Engineer, Banker, Clergy, Doctor, Lawyer, Judge, School Principal, Dentist or Accountant. The committee's duties would be to compare the conviction to the officiating program requirements and determine the risks involved. The committee's deliberations will be confidential and will not be shared with any GTHL staff member, Director or Officer or any other GTHL official. The committee's decision will be final and will be advised solely to the GTHL Executive Director. No person can officiate until he or she has passed the screening process.

It is very important that this policy be consistently practiced and that there be no "behind the doors" decision making.

An official may attend a re-certification clinic without a completed Criminal Record Check. He or she will be allowed to attend the clinic and register but will not be allowed to officiate until a completed Criminal Record Check has been submitted and approved.

APPENDIX F – GTHL Complaint Intake Form

Please note the following:

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
 - Definitions are provided in Appendix 1.
 - Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
 - The GTHL cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the GTHL may share some or all of this information in the process of resolving the complaint.
 - Complaints will be addressed according to severity, resources and safety for participants.
 - Fax or email completed form to 416-636-2035 or speakout@gthlcanada.com
-

Please complete the following:

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

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

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

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

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

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

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



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

A. Harassment (refer to Appendix 1)

Type of behaviour:

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

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

B. Abuse (refer to Appendix 1)

Type of behaviour:

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

C. Bullying (refer to Appendix 1)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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D. Misconduct (refer to Appendix 1)

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



Appendix A: DEFINITIONS

The following definitions will be used to determine the grounds on which the complaint is made and the process to address it.

The GTHL acknowledges and supports Hockey Canada's and the OHF definitions of bullying and harassment and abuse.

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 (for example, an internal fact finding), to be contrary to the GTHL Code of Conduct and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attack by taunting them).

Harassment

Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth'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 or youth's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. 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.

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. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth 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.

GTHL Code of Conduct

1. The Greater Toronto Hockey League (“GTHL”) is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all GTHL activities, athletes, coaches, assistant coaches, trainers, managers, officials, parents, directors, officers, volunteers, employees or chaperones and others within the GTHL and each of the GTHL Member Associations (defined as the Clubs, Member Leagues and House League Organizations accepted for membership in the GTHL from time to time):
 - a) shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the GTHL will not tolerate behaviour that constitutes harassment or abuse or bullying;
 - b) shall avoid behaviour which brings the GTHL and/or its Member Associations, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs;
 - c) shall not use unlawful performance enhancing drugs or methods, nor shall they engage in any activity or behaviour that endangers the safety of others; and
 - d) shall at all times adhere to the Hockey Canada, Ontario Hockey Federation (“OHF”) and GTHL Member Association operational policies and procedures, to rules governing Hockey Canada, OHF, GTHL Member Association events and activities and to rules governing any competition in which the member participates on behalf of the OHF, GTHL and GTHL Member Associations.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association and/or GTHL including the opportunity to participate in GTHL and its Member Association activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

March 22, 2007

