

Essa Minor Hockey Association



Policies

Revised: May 2014

Contents

Policy Number 1 – Volunteer Screening.....	1
Policy Number 2 – Use of Alternates on Executive Committee.....	3
Policy Number 3 – Discipline of Team Officials.....	4
Policy Number 4 – Affiliated Players.....	5
EMHA Code of Conduct.....	7
EMHA Executive Code of Ethical Conduct.....	9
Executive Email Protocol.....	8

PN 1 - Volunteer Screening

Background

The concern for safety of all participants is both a legal and moral obligation. It is a requirement outlined in common law, referred to as duty of care. Duty of care is a legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect their participants.

Further to the above, EMHA recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust (defined as Executive Members, all rosters team officials, or other positions as deemed by the Executive) will be subject to more intense initial and ongoing screening and supervision than individuals in placements that are not positions of trust.

Policy

It is the Policy of EMHA that a Police Record Check will be required for all persons applying for and undertaking a position of trust, as one element of the screening process.

As a condition of being accepted to hold any of the following positions,

- i. member of the Executive;
- ii. Head Coach;
- iii. Manager;
- iv. Trainer;
- v. Assistant Coach;
- vi. Assistant Trainer;
- vii. On-Ice Volunteers

Applicants are required to complete and submit a Police Record Check application. A returned police record check will be accepted if it has been obtained within four months or more recent date of the application date. Police Record Checks are required annually

Individuals with outstanding Criminal Code convictions, five (5) years or more recent, or charges pending for certain offences, will not be accepted for positions of trust. These offences include, but are not limited to the following:

Five years or more recent

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for drug offenses under the Controlled Drugs and Substances Act (CDSA) or its predecessor.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.

Essa Minor Hockey Association

Individuals with Criminal Code convictions, charges pending or pardons for the following offenses will **not** be considered for a position of trust.

- Physical or Sexual Assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offenses for child abuse
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Any fraud related convictions

EMHA volunteer applicants may be rejected because of other information gained during the police records check process or through the screening process as a whole, or because of other factors.

It should be noted that every 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.

Procedures for Police Record Check

- a. All persons submitting Police Record Check applications are to use the “OPP Volunteer Screening Form”, a copy of which is available from the EMHA web site or from any member of the Executive
- b. Applicants must ensure the form is fully and properly completed.
- c. Once completed, the team head coach will forward all applications from his Team to the respective Convenor.
- d. The respective Contact will match the names on the applications to the Team Roster to verify all team Officials have been included and then submit the applications to the EMHA Risk Management Officer.
- e. The Risk Management Officer will establish a list of names submitted for screening and then forward to the OPP.
- f. Where an offence is noted on the form, the OPP will typically telephone the individual submitting the application to inform them of a notation. Should this occur, the individual can request the OPP return the screening form directly to them, instead of being routed to the Risk Management Officer and subsequently withdraw themselves as a Team Official and from further involvement with the Team. Alternatively, the individual can request the OPP to continue routing/processing the form.
- g. On completion of the Record Check, the O.P.P will return the form to the EMHA Risk Management Officer. The Risk Management Officer will match names of the returned screening application to those recorded on the list of names submitted for screening.
- h. The Risk Management Officer will arrange to forward completed applications to the Association’s Legal Counsel who will screen the form for any offence referenced in the OMHA Policy Police Screening (or that established by the OHF, if more current).
- i. Where an offence is noted on the form, Legal Counsel will contact the Association President and inform of him of the outcome of the Record Check. The President may contact the person for whom an offence has been noted and inform them that there is problem with the information obtained via the Record Check.

Essa Minor Hockey Association

- j. The applicant will then have ten (10) days to clarify/confirm the results with the O.P.P or alternatively, withdraw their volunteer application.
- k. If at the end of the ten (10) days the results of the Record Check have not changed, the President will inform the respective Contact that the applicant is not to be placed in the position applied for. No detailed information or explanation will be provided to the Contact.
- l. Once all checks have been completed by the OPP, the Risk Management Officer shall inform the President of any applications for screening that have not been returned by the OPP. The President shall confirm that any individual for whom a volunteer screening form has not been returned by the OPP has withdrawn for involvement with all EMHA Teams

Additional Screening

In addition to a Police Record Check, screening for the positions of Head Coach, Manager, Trainer, Assistant Coach or Assistant Trainer within EMHA, will include the following:

- applicants for all positions must use, complete and submit an application form to the Association Head Coach;
- interviews for any position may be conducted at the discretion of the Association Head Coach/Executive;
- references provided in the application form will be contacted;
- all team officials must attend an orientation and any training sessions prescribed by the Executive;
- all team officials will be subject to Supervision and evaluation by the Executive or designated representatives of the Executive; and
- follow up and feedback may be solicited from parents and players with program participant

PN – 2 Use of Alternates on Executive Committee

Introduction

Previous to implementation of EMHA By-Law Number One, the Executive Committee had adopted a practice of “sharing” certain positions within the Committee. However, there was no formal process in place to accommodate the practice and the previous Constitution and By-Laws were silent on the issue. Once the membership had voted for acceptance of By-Law Number One, the rules governing the EMHA Executive Committee and its mandate were clarified which also had an impact on the use of “shared positions” within the Executive Committee.

Specifically, EMHA By-Law Number One states in Article 10.1 – Governance states, “The Executive Committee shall govern the Association in compliance with the objects, powers, By-Laws, Rules of Operation, Policies of the Association and all applicable laws and regulations.”

With respect to governance and the decision making process, Article 10.8 of By-Law Number One states “A majority of votes of the Executive present at an Executive Meeting shall decide every question” and Article 10.6 of By-Law Number One states “A quorum for an Executive Meeting shall be fifty-one percent (51%) or more of voting Executive Members. No business of the Executive shall be transacted in the absence of a quorum”

Further to the above, By-Law Number One requires there be only one person designated for each position of the Executive Committee.

Essa Minor Hockey Association

In light of the above and in recognition of the diverse composition, employment requirements and commitments of those serving on the Executive Committee, there exists a requirement to formally establish the use of approved designated alternates within the Executive. The purpose of establishing approved designated alternates is to help ensure the Committee can fulfill its obligation with respect to governance and to mitigate the potential for no business being transacted by the Executive on the basis of absence of quorum. In addition it serves to mitigate consequences arising from lack of information due to members being unavailable and generally will provide support to positions in fulfilling the task requirements of these positions.

Policy

Effective May 1, 2006, the use of designated alternates within the EMHA Executive Committee will be recognized as an accepted practice subject to meeting and complying with all requirements below.

Requirements

- 2.1 Alternates, within the meaning and parameters of this policy will not be considered for the position of President, Vice President, Treasurer, Secretary, Risk Management Officer, Ice Convenor or Registrar;
- 2.2 The incumbent of an EMHA Executive position must agree to having an approved designated alternate for their position;
- 2.3 Designated alternates for any position must be an individual nominated by the membership or executive committee and must receive assent of the Executive Committee to take on the role of a Designated Alternate;
- 2.4 Only one designated alternate, per position is permissible;
- 2.5 Designated Alternates serve ex-officio as Executive Officers/ Directors of the EMHA Executive Committee;
- 2.6 The alternates shall attend EMHA Executive meetings with voice, but without vote. Where the elected or appointed incumbent of any position on the Executive Committee is absent from the preceding, the Designated Alternate shall have a vote but only with respect to the position for which they serve as an alternate.

Should any vacancy on the Executive Committee occur for any reason; the Executive Committee may appoint one of the approved alternates to assume the duties of the vacated position.

PN – 3 Discipline – Team Officials

Background

All team officials within EMHA are considered to be representatives of our association as a whole, not just of their respective teams. As such, team officials are expected to conduct themselves at all times in a manner consistent with the values of good sportsmanship, fairness, integrity, understanding and mutual respect. They are expected to lead by example and support the direction and mission of our Association.

Essa Minor Hockey Association

The mission of our association, in part, is to instil good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play. Furthermore EMHA is committed to compliance with the OMHA "Code of Conduct" which identifies the standard of behaviour expected of all those involved in minor hockey. Generally, team officials are expected to avoid behaviour, which brings EMHA or the sport of hockey into disrepute

In light of the significant importance EMHA places on the conduct of its Team Officials and in consideration of the impact their conduct has on players and the manner in which other stakeholders view our association, EMHA deems it prudent to implement measures to ensure that deterrents are in place for matters of inappropriate conduct.

Policy

Effective 01 September 2005, it is the policy of EMHA to impose its own suspension on any team official receiving an OMHA suspension under the following infractions:

- ◆ GM20 – Disputing Call of Official;
- ◆ GM 21- Disputing Call with Official – Verbal abuse of a Game Official;
- ◆ GM64 – Trash Talking;
- ◆ GRM60 – Travesty of the Game;
- ◆ GRM61 – Obscene Gesture; and,
- ◆ GRM63 – Discriminatory Slur.

The duration of the suspension imposed by EMHA will be equal in time to the duration of the suspension imposed by the OMHA. (for example, OMHA suspension 3 games. EMHA will impose an additional 3 game suspension)

All suspension are to be served consecutively starting with the next game play (regardless of whether its tournament, regular season game or playoff)

All suspension will be served in accordance with Regulation 8.2 of the OMHA Manual of Operations.

Nothing in this policy is to be interpreted as limiting the rights, remedies, or disciplinary action which EMHA at it's sole discretion may otherwise be entitled to or deem prudent given the nature of any specific infraction.

PN – 4 Affiliated Player (AP)

Why use an Affiliated Player (AP)

The purpose of the AP is NOT to augment a roster; it is to help the team remain competitive when rostered players are absent due to suspension, illness/injury, vacation or personal reasons (i.e. work schedule, family function.)

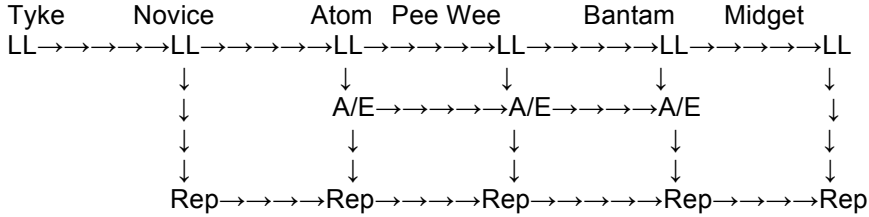
The number of players used in a game must NOT exceed the number of players rostered to a team prior to the addition of the Affiliated Players.

The AP's first priority is to their (regular) rostered team; should a player miss a game/practice/team function with their rostered team and play/practice/attend team function with the Affiliated Team, disciplinary action involving the player and/or Coach may be taken, with the likelihood of removal from the AP Roster and/or suspension of Player and/or AP Coach.

Essa Minor Hockey Association

Affiliated Coaches must complete the AP Form found with the Coaches Manual, EMHA website or contact the Secretary, OMHA Contact, LL Contact or Association Head Coach for additional forms.

Who can be Affiliated (AP'd)



A Player can only be rostered to only 2 (two) teams per season, therefore affiliated with only 1 (one) team.

The Coach who wishes to use an AP needs to approach prospective Player's Parents and the Player's regular Rostered Coach; signatures are required on the AP form prior to being placed on an AP Roster. The AP player may NOT play for the team to which he/she has been affiliated (AP'd) until the roster has been approved & completed, otherwise EMHA and/or OMHA suspensions will result.

In the case of a Local League Player wishing to play for an AE or Rep Team, OMHA residential requirements apply as they would for any Rep player. An Offer of Commitment Form (an OMHA requirement) will need to be completed prior to the player being rostered.



The Player, Parents or Guardians (collectively referred to as “Participants”), must agree to this Code of Conduct (“Code”) as a condition of membership in Essa Minor Hockey Association (“EMHA”). At the start of each season, each of the Participants must sign this Code and submit it to the Player’s Head Coach prior to the beginning of ice sessions.

Governing Standards of Conduct

1. We, the Participants, understand that being allowed to play hockey with the EMHA is a privilege and that full compliance with the Code is required at all times.
2. I, the Player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.
3. We, the Participants, understand that we must set an example, and conduct ourselves respectfully and with courtesy towards everyone associated with the game and that our team, the organization and myself will be judged by our behaviour.
4. We, the Participants, understand that any irresponsible or disrespectful behaviour in any club facility and/or toward any Coach, Officials, players, or parents whether before, during or after a game or practice is inappropriate and will not be tolerated.
5. We, the Participants, understand that yelling, taunting, use of obscene gestures or language, racial or ethnic slurs, striking or attempting to strike (except allowable on-ice body contact under league rules) or otherwise abusing another player, Official, Coach or spectator will not be tolerated.
6. We, the Participants, understand that we must abide by and respect the officials and their authority during any and all games. We will not question or confront officials whether before, during or after the game.
7. We, the Participants, will not publicly criticize or question Coaches, teammates, opponents or Officials and shall only raise our concerns privately in a civil and respectful manner.
8. I, the Player, understand that I am expected to attend every practice and game to the best of my ability and participate in all skill development sessions where applicable. It is my responsibility to notify my coach or designate if I am unable to attend. I understand that repeated absences may result in discipline as determined by EMHA.
9. I, the Player, understand that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of EMHA. Winning and losing will be done with equal grace and dignity.
10. We, the Participants, understand that failure to abide by this Code will result in disciplinary actions as set out in the Code (see back of page for further details.)

I have reviewed this Code of Conduct, and if I am a Player I have discussed its contents with my Parent or Guardian, who also agree to be bound by the standards outlined above.

Player's Name (PRINT) _____

Signature _____

Parent/Guardian Name (PRINT) _____

Signature* _____

*(Signature of one parent/guardian constitutes agreement by all of the player's parents/guardians to abide by the Code of Conduct)

See next page for Disciplinary Actions

**Disciplinary Action
Resulting from a Breach of the EMHA code of conduct**

First Offense

- Verbal warning to the player and/or parents/guardians by head coach who will also provide a written notice to the EMHA Secretary

Second Offense

- Written warning by Head Coach to the player and/or parents/guardians along with an automatic one game suspension. The Head Coach will provide a written notice to the respective EMHA Contact who will provide a copy to the EMHA Secretary

Third Offense

- In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the player's conduct and issue a formal written response along with details of the term of suspension.
- In the case of a parent/guardian, immediate suspension of rights to attend all team activities until further notice. The Head Coach will provide a written notice to the Secretary who will provide a copy to the President. The President will initiate a Disciplinary Committee review of the parent's/guardian's conduct and issue a formal written response along with details of the term of suspension.

Fourth Offense

- In the case of a player, immediate suspension from all team activities until further notice. The Head Coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the player's conduct and issue a formal written response informing the player of his suspension for the remainder of the season. At the Executive's discretion, the player may also permanently lose his/her right to membership in the Essa Minor Hockey Association.
- In the case of a parent/guardian, immediate suspension of rights to attend all team activities. The Head coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the parent's/guardian's conduct and issue a formal written response informing the parent/guardian of their suspension for the remainder of the season. At the Executive's discretion, the parent/guardian and therefore the associated player may also permanently lose their right to membership in the Essa Minor Hockey Association.

The EMHA Executive Committee will maintain a permanent record of all breaches of the EMHA Code of Conduct and will take into account historical information when ruling on disciplinary action

Essa Minor Hockey Association

EMHA's Drug & Alcohol Policy

The Essa Minor Hockey Association enforces a "ZERO TOLERANCE" policy with respect to the use of drugs and alcohol by all EMHA Players, coaches and bench staff. Any player, coach or bench staff found to be under the influence of drugs and/or alcohol during practices or games will be subjected to an automatic 1 (one) game suspension. Multiple violations of this policy will be severely dealt with by the EMHA Executive Committee and may lead to multigame suspensions and ultimately removal of EMHA membership privileges.

EMHA's 24 Hour Rule

The best way to avoid situations that can lead to a violation of the EMHA Code of Conduct is to use the "24 Hour Rule" The EMHA endorses this rule and mandates its application to all its sanctioned events.

Simply put, if an incident occurs at a game or practice that is likely to create a conflict, everyone involved must step back and reflect on the situation for a period of 24 hours. After 24 hours have passed the Participant having an issue must first raise the concern with the team Manager or Designate. The Manager or Designate will discuss the issue with the Team Coach who will render a decision on the matter.

Where the Participant remains dissatisfied with the Coach's resolution of the matter, the issue must be reduced to writing with full particulars and submitted to the EMHA President for further deliberation in accordance with EMHA policy and procedures.

EMHA Executive Code of Ethical Conduct

Guiding Principles:

All EMHA Executive Committee members, in their corporate capacity, have a responsibility to effectively discharge the duties of their position with honesty, integrity and in the interests of public morals and civility. In doing so, members are expected to comply with, support and promote the guiding principles set out in this Code.

The guiding principles are consistent with EMHA's mission, values, and by-law. It is expected that all EMHA Executive Committee members, support and promote the following principles by leadership and example:

Accountability

Executive members are accountable for their decisions and actions to the EMHA membership. This is demonstrated by:

- Recognizing and respecting confidential information learned in the course of EMHA activities.
- Participating in constructive debate by attending meetings; being prepared; and being clear, concise and respectful of the time of others.
- Remaining flexible and open to change.
- Supporting the final decisions made by the Executive and it's sub-committees.
- Contributing to positive committee member functioning by supporting one another.

Respect

Executive members respect diversity of opinion, ideas and debate. This is demonstrated by:

- Recognizing the equal right of all public and EMHA members to be heard and respected.
- Recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among Executive members and the benefit of such to constructive debate, the democratic process and effective decision-making.
- Promoting collaborative behaviour characterized by mutual respect and efficient use of time.
- Avoiding personal or group criticism of fellow members both at and away from committee meetings.

Integrity

Committee members do not place themselves under any obligation to outside individuals or organizations that might influence them in the performance of their official duties with EMHA. This is demonstrated by:

- Making decisions in the Association's interest.
- Maintaining boundaries and avoiding personal and competing professional interests.

Openness

Committee members are as open as possible about all the decisions and actions that they take. This is demonstrated by:

- Identifying, disclosing and acting appropriately on conflicts of interest.
- Being transparent in providing all reasons and supporting rationale for decisions made by the Executive.

Committee members will hold themselves and each other accountable for meeting the behaviours of this Code of Ethical Conduct.

Process for Holding Committee Members Accountable to the Code

It is the responsibility of each and every committee member to hold herself/himself accountable for behaving in accordance with this Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

If a committee member has concerns that the behaviour of another committee member did not reflect the Code of Ethical Conduct, the member is expected to:

- Discuss her or his concern with the committee member whose conduct was perceived to be inappropriate;
- If the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President.

If the inappropriate behaviour is confirmed and continues after a meeting with the President, the issue shall be brought before the full Executive Committee. Following proper presentation and discussion the issue, the Executive shall vote, in accordance with existing voting rules, on dismissal from the Executive Committee of the member whose behaviour is being addressed.

EMHA Executive Email Protocol

Background

People have had about 50,000 years' experience in the use of speech and gestures, 5,000 years' experience in writing, and about 100 years' use of the telephone. This cultural history should not be taken lightly; the entire fabric of our society has been shaped in significant part by cultural accommodations to our means of communicating.

Living within a particular culture, we have a particular messaging history: From birth, we learn speaking roles and rules from conversations. By age 4 or 5, some basic telephone habits are learned (such as: "Say something when you pick up the receiver after it rings--don't just stand there silently"). By age 7, we are writing nontrivial messages. The average adult has accumulated hundreds--perhaps thousands--of rules of behavior regarding telephone and written ethics and etiquette, from practical experiences with these tools since those early years.

Electronic mail is different. In part this means that the old telephone or letter-writing rules of behavior do not automatically transfer over to this medium and work. You don't write business letters as electronic messages; messages are usually more informal. And yet electronic messages are not printed telephone conversations either. What we find is that the medium is different enough, and the average user's experience has been short enough, that problems arise. Meanings are misunderstood. Tempers flare and cause ill-conceived responses to be written. Many recipients' time is wasted reading content-free or irrelevant messages.

With more reliance on e-mail as an accepted means of communications, it is suggested we need a new set of rules to establish a common understanding of how electronic communication will be accommodated within the Association.

What follows, then, are guidelines that are proposed to be adopted as "Standard" for electronic communication and to provide consistency in dealing with it within the Executive and perhaps ultimately, the Association.

In general:

- Use only the EMH web site for all EMHA e-mail
- Don't use EMHA web site e-mail for forwarding jokes and the like.

In sending messages

- Create single-subject messages whenever possible
- Assume that any message you send is permanent
- Have in mind a model of your intended audience
- Keep the list of recipients and Cc:s to a minimum
- Separate opinion from non-opinion, and clearly label each
- Think about the level of formality you put in a message
- Identify yourself and your affiliations clearly
- Be selective in broadcasts for information
- Do not insult or criticize third parties without giving them a chance to respond.

In receiving and responding to messages

- If you receive a message intended for another person, don't just ignore it
- Avoid responding while emotional - If a message generates emotions, look again
- Assume the honesty and competence of the sender
- Try to separate opinion from non-opinion while reading a message, so you can respond appropriately
- Consider whom you should respond to
- Consider alternative media
- Avoid irrelevancies

Single-subject messages

You may have three separate things to tell your intended recipient. I would argue that three short separate messages are better than one. Some reasons:

- Each of the messages can be filed, retrieved, and forwarded separately by the recipient (and sender), depending on the content.
- Subject lines in each message can be descriptive of the contents of each message, allowing more meaningful scanning of header listings of the messages in one's inbox.
- Replies can be tailored to specific messages, so that the reply's subject line accurately reflects the content that's being replied to. Also, others can be copied on the responses that apply to them, without being burdened by the parts that do not.

Use the Appropriate Degree of Formality

Electronic communication tends to lead to a writing style much less formal than that normally used in paper documents. However, electronic messages are just as permanent as paper documents and may be read by more individuals. Many people will know you only by what you say and how well you say it. They may someday be your co-workers or friends. Take time to make sure no electronic communication embarrasses you later. Minimize spelling errors and make sure that the message is easy to read and understand.

Keep Paragraphs and Messages Short and to the Point

Make your messages 'concise'. Shorter paragraphs have more impact and are more likely to be read by busy people

Use Descriptive Titles

The subject line of an electronic message enables a person with limited amount of time to decide whether to read your message or article. As a courtesy to others, indicate what the message is about before they take the time read it.

Be Careful with Humor and Sarcasm

Do you know the recipient well enough, and have other channels of communication with him or her, so that attempts at electronic humor or irony will not be misinterpreted? These attempts usually don't work, and appear quite differently in the cold light of a new day, a new computer, or a new context. Without the voice inflections and body language of personal communications, it is easy for a remark meant to be funny to be misinterpreted. Subtle humor tends to get lost in electronic communication. Better yet, leave the jokes and such off the EMHA e-mail

Be Careful with Expressions of Anger

Again, because electronic communication has the informal properties of conversation without the corresponding benefits of voice inflection and body language, messages are often misconstrued and generate unexpected angry responses called "flames."

Be Careful What You Say About Others

Think twice before you post personal information about yourself or others. Your message gets circulated, and it could quite possibly end up in the electronic mailbox of your boss, your friend's boss, your girl friend's brother's best friend, etc., etc. Information posted on the network can come back to haunt you or the person you are talking about.

If your computer is down or you are going to be away for a while, ask a Colleague to inform the Executive

Where an e-mail requires a reply, respond immediately. If you can't reply immediately, at least let the sender know when they can expect a response.

Share information and response among Exec Members. Don't decide for others what they need to know. If they receive something they don't need they can delete it themselves. (This of course would exclude routine information that is part of carrying out requirements of your position for example, rescheduling games, practices, changes in ice time.

Cc means it has been sent for info only, not reply.