

# **TRI PORT**

Minor Hockey Association



## **HOCKEY POLICY MANUAL**

**ADOPTED – NOVEMBER 2002**

**LAST REVISED – MAY 2017**

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## **Introduction**

The Tri Port Minor Hockey Association (TPMHA) was incorporated as a Society under the BC Society Act in 2002 and is the governing body for all minor hockey within North Vancouver Island (communities North of Woss that are within the electoral boundaries of the Mount Waddington Regional District). The TPMHA consists of 4 Hockey Clubs: Port McNeill Minor Hockey Club, Port Hardy Minor Hockey Club, Port Alice Minor Hockey Club, Tri Port Eagles Rep Hockey Club as well as the Tri Port Female Hockey Program.

The policies within this manual apply equally to all Clubs and to the Female Hockey Program. Individual Clubs and the Female Program may develop their own guidance documents but they must not conflict with the policies within this document. Each Hockey Club and the Female Program operates independent of each other in the delivery of their hockey programs but must abide by the rules and policies as established by TPMHA. The TPMHA policies were written to be consistent with the rules and regulations of Hockey Canada, BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA).

## **Executive Meetings**

At the Annual General Meeting (AGM) of TPMHA, a schedule of meetings will be developed and agreed upon by the Triport Executive for the upcoming hockey season. Similarly, each Hockey Club and the Female Program will also develop a planned schedule of regular monthly meetings for each annual hockey season. The Club and Female Program monthly meetings shall be scheduled to occur after the Tri Port monthly meetings. Minutes from all meetings shall be forwarded to the Tri Port Administrator and will be made available to all Tri Port Executive members and the general membership.

## **Registration of Players**

Players residing within the specified boundaries of the TPMHA, must first play on the club designated by their usual residential address (ie: Port Alice, Port Hardy, Port McNeill communities). The main exceptions to this are the Rep Club, and the Female Program as these players play in all three communities.

1. Registration fees are set by the Club/Female Program Executive on a yearly basis and fees may vary based on Division. Player Registration fees generally cover ice times (practice and games) and insurance fees. Tryout fees, Tournament fees, Jersey Deposits etc are extra fees. Each participant is encouraged to confirm with their respective club President what the fees cover for any given year.

2. All Clubs must hold an annual registration prior to the September season. The registration fees are normally due at the time of registration. Each club may accept postdated cheques for specified amounts and set specific timelines for payment. All NSF cheques as well as any outstanding fees from a previous hockey season shall result in suspension of ice privileges until payment is received.
  
3. All players and team officials must be covered by BC Hockey liability insurance before going on the ice or the player's bench. In order for this to occur, a completed registration form must be filled out and signed by the player's parent/guardian each year. The form must be received by the Administrator or Club Registrar and entered into the HCR in order for insurance coverage to be enacted. Hockey Clubs will pay the BC Hockey insurance fee for all players and team officials through their installment payments to Triport.
  
4. All "Rep" rostered players must be carded or affiliated according to BC Hockey's and or VIAHA rules / regulations before playing league, tournament or playoff games. Any team found to be playing ineligible players will automatically have their coach suspended.
  
5. Juvenile players wishing to register with a midget recreational team is permitted according to BC Hockey / VIAHA rules, however they must not displace or prevent any regular-aged Midget Player from participating on a team. Therefore, acceptance of Juvenile players will not be confirmed until after the number of regular-aged Midget players are determined.
  
6. The division to which players belong is determined by the age of the player as of the 31st day of December of the current year. See Table below.

Division	Age
Initiation Program (formerly known as Initiation, Peanuts, and Novice)	Less than 8 years old
Atom	9-10 years old
PeeWee	11-12 years old
Bantam	13-14 years old
Midget	15-17 years old
Juvenile	18-20 years old

7. Team Managers and Head Coaches will be provided with a roster from the Tri Port/Club Registrar that identifies players and team officials that have insurance coverage.

8. Requests for refunds will be the sole responsibility of the Home Club/female Program to determine. At minimum, the non-refundable portion of the registration fees is the cost of insurance that will be incurred by the home club and TPMHA.
9. Midget aged players may participate in adult practices and league games/tournaments provided that an application is made to and approved by TPMHA. If a player opts to sign his or her name onto a roster of an adult league or team without approval by TPMHA, that player shall forfeit their rights and will not be permitted registration with TPMHA or any of the inclusive hockey clubs for the season involved.

## **Finances**

1. Each Hockey Club, the Female Hockey Program and TPMHA shall maintain separate finances from each other. If Gaming Grants are applied for, each entity must have a separate Gaming account and be responsible for providing accurate financial information as well as completing all follow-up reports and documentation to BC Gaming.
2. Each club will be individually billed by the TPMHA Society Treasurer for their annual operating expenses to be paid in installments as determined by the TPMHA executive on an annual basis (the above will include but not be limited to the following: (a) VIAHA applicable dues, fees & attendance; (b) all BC Hockey applicable dues & fees such as registration, liability insurance, clinics, certifications, AGM attendance; and (c) misc. items required by the TPMHA to operate.
3. Each club must provide a minimum of two signing authorities for any expenditure within their club and the signing authorities cannot be related.

## **Equipment**

1. Each club shall establish their own equipment, jersey policy and deposit requirements. Each club shall be responsible for the maintenance of their equipment.
2. Each club shall have their own individual crest, color scheme, sponsor bars and styles for club attire, keeping in mind the need to present a dignified appearance.

## Game Sheets and Game Reports

1. TPMHA will purchase game sheets from VIAHA on behalf of all clubs and the Female Program. Costs will be prorated across the Clubs/Female Program and will be reimbursed via Installment.
2. Every team manager or team head coach is responsible to ensure that official game sheets are collected after each home game (including tournaments) and games played outside the TPMHA. All game sheets must contain the assigned game number as identified by the TPMHA Ice Scheduler or VIAHA Scheduler. For Recreational teams, the game sheets must be collected and filed in a safe place and be made available if/when they are needed. For Female Program and Rep teams, the game sheets must be mailed within 24 hours to their respective Division Commissioner.
3. Representative (“Rep”) Team Managers and Female Team Managers must complete the VIAHA game report form and email it to the appropriate VIAHA Division Commissioners within 24 hours of each game.
4. **New for 2017-2018 Season:** ALL TPMHA teams, including Rep and female, must fill out the online game report after every home/away game. The online game report is located on the TPMHA Website: <http://www.triport hockey.ca/form/146> . Online Game Reports must be submitted within 24 hours of game completion.
5. All major penalties (5 minute), misconducts (10 minute), game misconducts (includes matches and gross misconducts) will be reported to the TPMHA President and appropriate Club President within 24 hours of completion of the game. This report shall consist of an email containing a digital photograph of the game sheet. Description of the penalties will be documented in the Triport online game report.
6. Team statistics, occurrence of major penalties and safety concerns will also be documented and collected via the Tri Port Online Game Report.

## Publicity and Promotion

1. It is essential that TPMHA and its member clubs maintain a positive profile on Vancouver Island and throughout the province and therefore any and all items released to the media shall be positive in content.

2. In the event that any negative issue or news article arises in the media, the Tri Port President shall be the sole contact person to provide media statements and interviews. The Tri Port President will be supported by appropriate Club Presidents in a negative media situation.
3. Head Coaches, Team Managers and the Female Coordinator are permitted to deal with the media on a limited basis (ie commentary on game/tournament results etc).
4. Every advertising item must include sponsor and club names.
5. Any derogatory articles or statements supplied to the media or broadcast by the rumor mill by any member concerning any aspect of our hockey association shall result in immediate action of the TPMHA Discipline/Complaints Committee.

## **Team Composition**

1. All teams shall have properly certified team officials as per BC Hockey regulations. Team officials can include Head Coach, Assistant Coaches, Team Managers and Safety (HCSP) parents.
2. All players and team officials must have their club's approval to go on the ice or players bench, have liability insurance coverage and be registered with TPMHAs Registrar. Failure to comply will result in an interview with the Discipline/Complaints Committee.
3. Affiliate players (a player on a team of lower Division or Category that becomes affiliated to a team of higher Category) may be added and used on teams in accordance with BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA) policies. Affiliation is completed through the HCR by the TPMHA Registrar and is initiated when the Registrar receives a signed Tri Port Player Affiliation form. The affiliation process must be completed in HCR before player participates with that team. Correct protocol must be followed in that the Head Coach of the player's regular team must be contacted first and agree to allowing his or her player to affiliate to the team of higher Division. If this permission is granted, then the player may be contacted. The current Bulletin explaining the rules on Affiliation is located at <http://www.viaha.org/bulletins/2016-015-1%20Affiliation%20Bulletin.pdf>

## Tournaments

1. Every hockey season, tournaments are hosted at each division by TPMHA Hockey Clubs/Female program. Discussion amongst the Tri Port Ice Scheduler, Tri Port RIC, and Tournament Organizers is required at the preliminary planning stages to ensure availability of ice and Referees. After this stage is completed, a “VIAHA Tournament/Jamboree Approval form” must be completed which includes the Tri Port RIC signature, and then submitted to VIAHA 45 days before planned tournament date. Link to the VIAHA form is: <http://www.viaha.org/tournaments/2016-VIAHA%20Tournament-Jamboree%20Approval%20Form.pdf> . After VIAHA approval, the tournament must be submitted to BC Hockey for it to be sanctioned.
2. The tournament hosting Club within TPMHA shall reserve spots within their tournament to allow for participation of all other TPMHA teams of the same classification and division. The visiting Tri Port team will provide the applicable tournament fee via cheque to the Host Club. It is incumbent on the visiting TPMHA team to inform the hosting Club tournament organizers well in advance (30 days minimum) if they are unable to attend the tournament.
3. TPMHA teams wishing to attend tournaments outside of Vancouver Island District, (including lower mainland BC, outside of BC or in the United States) must fill out a BC Hockey “Interdistrict & USA Hockey Tournament Travel / Exhibition Game form, and have it signed by the President of TPMHA.  
<https://www.bchockey.net/AdminAppForms/Interdistrict%20and%20USA%20Hockey%20Tournament%20Travel%20and%20Exhibition%20Game%20Sanction%20Request%20FINAL%202016-12-13.pdf> All teams must be members of either BC Hockey, USA Hockey or other Hockey Canada Branch Teams.

## Ice Allocation

1. Ice scheduling is the responsibility of the Tri Port Ice Scheduler
2. The Tri Port Ice Scheduler will work with the Arena Managers in Port Hardy, Port Alice and Port McNeill and will attend ice users meetings at beginning of season to confirm available ice times for minor hockey.
3. The Tri Port Ice Scheduler in consultation with Club representatives (Club Presidents or designates) and Female Coordinator shall meet and agree on scheduled ice times for



each Division for each Club/Program. The goal is to ensure that there is fair ice allocation for all teams' practices and games.

4. The Ice Scheduler is responsible for scheduling games fairly across all 3 ice arenas in each town.
5. Each team is responsible to use their allocated ice or trade it with another team. If a game is cancelled, the Ice Scheduler and Arena need to be notified a minimum of 7 days in advance. If advance notice is not provided, the cancelling team's Club will be responsible for payment of the ice time.
6. Team Coaches and Managers wishing to book extra ice for practice or games must have approval of their Club President or Female Coordinator (to approve extra ice fees) prior to contacting the Ice Scheduler.

## **Player Classification & Movement**

1. All players must register in the division corresponding to their age. Any player movement between divisions (i.e. Peewee to Bantam) can only occur after a formal player evaluation is completed by a qualified coach and then approved by the club executive. Appropriate Underage/Overage forms will then be provided to the Tri Port Administrator who will submit the request to VIAHA for final approval.
2. All player movement (ie from recreational to Rep teams or from lower division Rep to a higher division Rep) **MUST** be negotiated through the appropriate team officials. Coaches are never to call or approach players or parents directly.
3. Rep teams may only invite properly ***affiliated*** players from recreational teams to attend their practices. Players selected to attend practices are based on their developmental level and interest in attending. **Invitation to attend practices can only occur when it doesn't disrupt or interfere with the player's regular team activities.**
4. Rep Players are normally not permitted attend practices of Recreational Teams unless there are exceptional circumstances. Before this could occur, communication and approval must be obtained from Head Coach of Rep Team.

## Rep Tryout Process

1. Anyone wishing to attend tryouts for a Rep team must register directly with the North Island Eagles Hockey Club. Tryouts will guarantee all players an equal number of ice sessions (currently 4 sessions). Normally, only players that have paid the tryout fee and completed tryouts will be selected to participate on a Rep Team. Exceptions may be made for: (1) players returning from Junior camps, (2) new players that have moved to the area, or (3) other reasons deemed appropriate by the Rep Club Executive.
2. Any player that is not selected to make the Rep Team, as determined by the evaluation committee, will be eligible to play on a recreational team within that player's community. However, registration with the recreational team is a separate process and will necessitate the Registration form and other forms specific to that Club needing to be filled out. Insurance fees paid to the Rep Club will be transferred to the appropriate Recreational Club.
3. Any player who leaves the Rep team (voluntarily or involuntarily) may not return to the carded level until the following season. Exceptions may be made depending upon the reasons for leaving the team (ie: financial - loss of work then return to work). Reinstatement will require the approval of the Rep Club Executive

## Rules of Play

All TPMHA clubs and members shall abide by the playing rules set out by Hockey Canada, BC Hockey, Vancouver Island Amateur Hockey Association (VIAHA) and the association rules adopted by the Tri Port Minor Hockey Association as per our Constitution and Bylaws, and this Hockey Operations Policy Manual.

1. A suspended player is NOT allowed or permitted to play games or be a game official until the period of suspension has been served.
2. All team officials must ensure the Hockey Canada, BC Hockey and VIAHA rules regarding player movement, affiliation, playoff rules etc., are known, explained and followed, as these rules change frequently.
3. Teams will be provided all pertinent information regarding rules, carding, etc., prior to the start of the season. If for any reason this information is not complete or you need clarification, contact the President or Head Coach of your club.

4. All games with the exception of Initiation, will have 3 periods of stop time play. Every game will end with 2 minutes of time left on the wall clock which will govern the ice booking time. This is to allow for the handshake at the end of each game (reference: BC Hockey regulation regarding handshake).
5. As of the beginning of the 2016-2017 season, half ice rules as specified by VIAHA/BC Hockey **MUST** be followed for players 8 years old and younger (ie Players enrolled in the Initiation Program).

## Sponsorship

1. Teams and individuals are strictly forbidden from soliciting local businesses for donations without prior approval from their Club Executive or the Female Coordinator (for female teams).
2. Individual clubs shall assess their sponsorship fees for teams on a yearly basis.

## Executive Committee Officers of Tri Port MHA (the Society)

The Executive Officers of Tri Port MHA are listed under **Bylaw 5** in TPMHA’s Constitution and Bylaws. For convenience, the Executive Officer positions are listed in the table below. The duties of each Executive Member is listed under **Bylaw 7**.

Position Name	Type of Position
President	Elected by General Membership
Immediate Past President	Formerly elected by General Membership
VP – Port Alice Club President	Elected by Port Alice Club Membership
VP – Port McNeill Club President	Elected by Port McNeill Club Membership
VP – Port Hardy Club President	Elected by Port Hardy Club Membership
Rep – North Island Eagles Club President	Elected by Eagles Club Membership
Administrator / Registrar	Paid Position
Recording Secretary	Elected by General Membership
Treasurer	Elected by General Membership
Referee In Chief	Elected by General Membership
Coaching Development Coordinator	Elected by General Membership
Member at Large	Elected by General Membership
Member at Large	Elected by General Membership
Member at Large	Elected by General Membership

As well, there are 2 new positions that function under the Tri Port MHA which are not yet incorporated into the Bylaws and Constitution. These positions are as follows:

## **1. Tri Port Ice Scheduler**

The Tri Port Ice Scheduler is responsible for working with the management of all three local arenas and Leaders of the four Hockey Clubs/Female Program to produce a schedule of ice time practices and games. See “Ice Allocation” section in this manual.

## **2. Female Coordinator**

The Female Coordinator is similar to a Club President whereby she leads the Female hockey program for all female players within Tri Port MHA.

## **Executive Committee Officers of the Individual Clubs - Duties & Powers**

The Executive Officers of individual Clubs are listed under **Bylaw 6** in TPMHA’s Constitution and Bylaws. For convenience, the Club’s Executive Officer positions are listed in the table below. The duties of each Executive Club Member is NOT defined in TPMHAs Constitution & Bylaws and therefore are defined in this Policy Manual. The job descriptions listed here are not meant to be restrictive and can vary from year to year depending on positions filled and the candidates’ interests/aptitudes. As per the Bylaws, Club’s are free to create new positions when needed.

<b>Position Name</b>	<b>Job Description</b>
President	The President shall preside at all club regular meetings, club annual general meetings and special general club meetings. Shall participate on the Society’s committees as directed by the societies’ constitution and bylaws. The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to. The President shall have the power to discipline any team, player, team official or member, as outlined in the Constitution & Bylaws of the Tri Port Minor Hockey Association.
Immediate Past President	The past President shall be the chairman of the Nominating Committee for the club, and shall organize Minor Hockey Week with the other clubs’ past Presidents. He / she shall attend the transition meeting and any other meetings as requested by the President. He / she shall advise as required to ensure a smooth transition for the new executive committee

Vice President	In the absence of the President the Vice shall have all the powers and duties of the President. The Vice President shall be the Discipline Chairperson for their club. The club Discipline Panel shall be established/appointed by the Vice President and shall consist of 3 executive members including the Vice President, they will attend to any “in house” minor discipline issues within their respective clubs. All disciplinary action taken by the clubs shall be reported monthly to the Societies Discipline Committee Chair.
Recording Secretary	The Secretary shall record all the minutes of the meetings, executive, general or special, is responsible for all correspondence, filing, record keeping, distribution of material to appropriate executive members or divisions, and any other duties as outlined by the club executive. The Secretary shall cooperate with the Association Administrator to provide any documents necessary.
Treasurer	The Treasurer is responsible for maintaining a proper set of books and recording all financial transactions for the club. The treasurer shall make sure a financial statement of accounts and transactions is available to the Club President for monthly meetings.
Assistant Registrar	The Assistant Registrar will receive registration forms and pre-register players into the Hockey Canada Registry (HCR) and enter payment information into HCR. Assistant Registrar will assist Tri Port Administrator with general administration.
Referee Assignor	Position is no longer used.
Head Coach	<b><u>TPMHA policy is that the Head Coach of a Team can NOT be the Head Coach of a Club nor can they be the Tri Port Coaching Coordinator.</u></b> The Head Coach works with the coaches in the club as well as the Tri Port Coaching – Development Coordinator to ensure that all qualifications are up to date and ensure coaches receive all pertinent information from BC Hockey and other governing bodies. Working with the Tri Port Coordinator to establish, organize, develop and or maintain an effective system that will promote development of coaches, players, executive and referees, through training programs, clinics etc., within the TPMHA. General hockey knowledge is necessary and coaching experience is preferred. The Rep Club’s Head Coach shall be required to fulfill all of the above duties and assist with tryouts in all divisions, will resolve all disputes during tryouts, such as; releases, on ice format, practices and final team selection.

Equipment Manager	The Equipment Manager is responsible for the distribution, maintenance, collection and purchase of all necessary equipment for their club with executive approval. Also responsible to ensure pucks, pylons, any practice equipment required is ready for the start of the season.
Club Ice Scheduler	Position is no longer used due to the creation of the Tri Port Ice Scheduler position
Members at Large	All clubs may elect or appoint directors with voting privileges to fulfill any other positions they require on their executive committee.

## Team Official Screening and Selection

1. All team officials for each TPMHA team must complete a volunteer application form. [http://cloud.rampinteractive.com/triportmha/files/association/2015\\_Triport\\_Team\\_Official\\_form%20.pdf](http://cloud.rampinteractive.com/triportmha/files/association/2015_Triport_Team_Official_form%20.pdf). As well, Coaches may be requested to fill out a Coaching Application form that outlines their interest in the position, relevant experience and qualifications/certifications. Potential new coaches will be interviewed, assessed and a determination made by the Club Head Coach as to the desired and appropriate level to place the new coach.
2. Each club within TPMHA must have a procedure in place for the selection of team officials that is fair and unbiased in all aspects.
3. All Team officials (Coaches, Team Manager, Safety People) and anyone else having direct contact with players are required to have a Criminal Record Check (including Vulnerable Person Check) every 3 years. As well, these individuals need to have current Coach Level Respect in Sport certification in accordance with Hockey Canada and BC Hockey requirements.
4. Upon completion of a satisfactory Criminal Record Check and Respect in Sport certification, team officials must ensure that the Club President, Club Head Coach, Club Registrar and the TPHMA Registrar receives the appropriate documentation to allow the Hockey Canada Registry to be updated. Criminal records Checks can be applied for online (via Tri Port Website) or in person at the local RCMP detachment.
5. All necessary certifications must be initiated and evidence provided prior to being put on a roster and prior to being allowed on the ice. Coaching courses are the exception. Non certified coaches that are put on a roster must enroll in the appropriate coaching course as soon as they become available online and provide evidence of the enrollment to the Club Registrar/Club Head Coach.

6. All team officials must be familiar with and abide by the bylaws and polices of TPMHA, Hockey Canada, BC Hockey and VIAHA.

## **Coach Responsibilities**

1. All coaches (recreational and representative) must possess or attain the appropriate level of certification as required by Hockey Canada, BC Hockey, and VIAHA Regulations.
2. Coaches shall follow the Fair Play Philosophy by providing fair ice time to all players.
3. All coaches will be monitored throughout the year by the club's Head Coach. Should a coaching problem arise, the team manager will notify the club's Head Coach to rectify the problem.
4. Coaches are responsible for team behavior, decorum, discipline and conduct at all hockey related functions, including practices, games, road trips and fundraising activities.
5. Coaches must ensure all players are properly dressed for on ice and off ice activities. If a player does not have all the proper gear on to protect themselves, they will not be allowed on the ice (reference: BC Hockey regulations).
6. The Head Coach of a team in collaboration with the Head Coach of a Club, shall have the authority to suspend any player on the team, with just cause, for up to one game and must notify the club President immediately upon doing so. Any further disciplinary action required must be administered by a Discipline Committee.
7. Coaches must attend any coach meetings required throughout the year.
8. All coaches/assistant coaches must wear approved helmets during all on ice sessions.

## **Coaches Code of Ethics**

1. Coaches need to earn respect through their actions. Coaches must set a good example and be generous with praise when it is deserved.
2. Coaches must teach their players to respect their opponents and officials which also includes setting a good example.

3. Coaches need to respect the rules of the game.
4. Coaches are encouraged to become active partners in the Development Program as everyone has something new to learn.

## **Team Manager Responsibilities**

1. Review schedules and ensure that all changes or bookings are done through the Ice Scheduler.
2. Effective Liaison between parents and coaches, and coaches and executive.
3. Ensures that dress codes are followed (where applicable).
4. Collects game sheets and completes game reports.
5. Collects jerseys at the end of the season and collects tournament fees throughout the year. The Manager is responsible to ensure all tournament fees are collected in full and repaid to the Club Treasurer.
6. Ensures all players and parents are advised of any changes to schedules.
7. Immediately informs the Club Registrar of any player changes throughout the year.
8. The team manager is the key to a successful year. The team Manager:
  - Is available to parents that need to talk. The Team Manager listens and never allows an upset parent access to the coach. The 24 hour cool down period is required.
  - Is diplomatic and fair at all times. Helps solve a problems with a parent.
  - Follows the Complaint process for team decisions that parents disagree with
  - Does not tolerate any abuse of officials, players or opponents by parents and or spectators. Has open communication with the Club's Executive.
9. All team managers and team parents are encouraged to maintain good sponsor relations, this means establishing and maintaining an appreciative relationship.



## **Player and Team Officials Conduct**

1. Players and Team officials must be familiar with and vigilant to prevent any forms of Harrassment, Hazing, Abuse, or bullying from occurring on their team.
2. Drugs, alcohol and tobacco products are not allowed during team functions. Zero tolerance, suspension shall result. All incidents of consumption of the above noted substances during minor hockey functions must be reported to the respective club president.
3. When TPMHA teams are travelling, players must have adult supervision in motels and have an established curfew.
4. No player with an "N" Drivers Licence shall drive teammates to an out of town game. It is recommended that players with an "N" Driver Licence be accompanied by a person with a valid Driver Licence when attending an out of town game. This is a risk management issue.
5. All TPMHA teams must shake hands with their glove removed with opponents at the end of the game, unless otherwise directed by the referee.
6. All players and team officials must show respect for your opponents, game officials and coaching staff. Mouthing off, breaking sticks or foul language reflect poorly on your team, and club, and is not part of the TPMHA philosophy.
7. Players must notify their coach or team manager if they cannot attend a game or practice.
8. Player's dress code shall be determined yearly by each Club.
9. Jerseys are to be worn for games only, unless approved by the club executive; jerseys are to be carried outside of the equipment bag to avoid damage from skates, etc. (must keep in good condition).

## Parent' s Role & Responsibilities

1. At least one parent must be certified in Parent Level Respect in Sport Course
2. Parents must sign a Code of Conduct form on an annual basis.
3. Parents must acknowledge that their child plays hockey for his/her enjoyment and not the parent's enjoyment.
4. All parents are required to participate with the team, i.e. score keeping, 50/50 draws, fundraising, tournaments, etc.
5. Parent must support all efforts to remove verbal and physical abuse from the game.
6. Cooperate and show respect for the team and on-ice officials, they also volunteer their time.
7. Encourage their children to play by the rules and remind them regularly that honest effort and improvement are as important as victory and that the score is just one part of the game. Every effort must be made to have your child at the arena on time.
8. Any parent/legal guardian or family member exhibiting inappropriate conduct will be dealt with by the Discipline Committee and may be suspended or expelled depending on the severity of the conduct.
9. Cheering and applauding are encouraged, when positive in nature. It is an embarrassment and unacceptable behavior to ridicule players and or officials during the game.
10. If a parent has a problem or a concern with the team they must follow the correct procedure:
  - Contact your team manager, not the coach. Explain the situation and allow them a chance to resolve it. Allow 24 hours before contact.
  - Do not publicly criticize any team official, this just worsens the situation.

If not satisfied with outcome, concerns need to be documentation in writing and submitted to the executive of the appropriate Hockey Club.

11. **Parents are not allowed in or around the players bench or penalty box during the game unless requested by the coach.**
12. Parents must follow a physician's advice when determining whether an injured player can return to play. If a player requires medical attention due to an injury, then written permission must be obtained from your physician before your child returns to play.

## **Locker Room Policy**

### ***Locker Room Monitoring***

Players should be supervised by at least 2 supervisors at all times. At the older ages, supervision can occur without directly entering the dressing room as long as both supervisors are within hearing distance of the dressing room. This usually means having both supervisors outside of the dressing room doorway. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. Two adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

### ***Other situations requiring the "Two Deep Method" of Supervision***

- (1) Injury Treatment: The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.
- (2) Road Trips: 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 Method" rule is observed at all times.
- (3) Physical Contact: Team personnel should avoid touching a player. Use the "Two Deep Method" (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to "safe areas" such as hand to shoulder.
- (4) Isolated Spaces: Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).
- (5) Sport and Training Facilities: Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member.

### ***Co-Ed Dressing Rooms***

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - Male players will not undress to less than a minimum of shorts while females are present.
  - Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:
  - Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
4. It is the responsibility of the team to ensure that these guidelines are followed.

### ***Female Dressing Rooms***

When using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible, there may be one male and one female supervisor. The male supervisor would not enter the dressing room until all players are fully dressed. Both the male and the female supervisor would supervise the dressing room from within hearing distance (ie outside of the closed dressing room door).

### ***Parents in Locker Rooms***

Except for players at the younger age groups, parents are discouraged from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her gear or if the player is injured, or if a player’s disability warrants assistance, then parents need to inform the coach beforehand that he or she will be helping the player.

It will be necessary for parents to assist the younger aged players with getting dressed. However, parents are encouraged to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

### ***Smart Phones and Other Mobile Recording Devices***

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

## **The Standing Discipline/Complaints Committee**

TPMHA will appoint a Discipline/Complaints Committee to review, suspend or take any disciplinary action that may be deemed necessary.

The Discipline Committee shall have full authority to discipline, dismiss or expel any team official, player, parent or member found to be in violation of any bylaws, rules or policies adopted by this Association, at any hockey related function. The offending person will be notified in writing of the disciplinary hearing and/or action. Refer to the TPMHA Bylaw 9.

## **The Standing Appeals Committee**

The Appeals Committee will only review decisions from the Discipline Committee that meet the criteria for an appeal.

The Appeals Committee may uphold, modify or reverse any decision made by the Discipline Committee. Refer to the Tri Port MHA Bylaw 10.

## **Harassment & Abuse-Code of Conduct**

### ***Harassment and Abuse Policy:***

1. There will be zero tolerance of Harassment and Abuse in the TPMHA and its clubs.
2. This policy applies to all members and volunteers of the TPMHA.

3. The TPMHA encourages prompt reporting of all incidents of harassment and abuse to the appropriate Discipline Committee, regardless of who the offender might be.
4. An investigation by the Discipline Committee, (refer to TPMHA Bylaws) on any complaint of harassment or abuse has the goal of resolving the situation fairly and preventing future occurrences, including determining and enforcing appropriate discipline, if required.

***Harassment and Abuse Definition:***

Behavior including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group, including but not limited to:

1. written or verbal abuse or threats
2. physical assault
3. unwelcome remarks, jokes, innuendoes, taunting concerning body, sexual orientation, attire, age, marital status, ethnic or racial, religion, etc.
4. displaying sexually explicit, racist or other offensive material
5. practical jokes, causing awkwardness or embarrassment, endangering a persons safety, or negatively affecting performance
6. hazing or initiation
7. obscene or leering gestures
8. intimidation
9. condescension, patronizing behavior which undermines self respect, or adversely affects performance
10. conduct, comments, gestures, or contact of a sexual nature that on reasonable grounds be perceived as placing a condition of sexual nature on any opportunity for selection, training or advancement
11. sexual harassment
12. false accusations of harassment or abuse is considered harassment
13. retaliation towards an individual making a complaint of harassment or abuse, including acts designed to punish an individual who has reported an incident or threats to punish an individual who has rejected sexual advances

## **Referees**

1. If games are to be cancelled or re-scheduled, the Referee in Chief must be notified in time to cancel or re-schedule the officials.
2. Any officials that do not show up for their assignment, are to be reported to the Referee in Chief.
3. The Referee pay rates are to be set yearly by the TPMHA in consultation with the Referee in Chief and Club Presidents.

## **Policy Reviews**

Reviews of the Tri Port policies will be conducted from time to time as suggestions are received from the membership or other circumstances arise.

## **Conflict of Interest Policy**

No TPMHA executive member shall be eligible to vote or speak in debate on any financial request, protest or suspension involving a team, league or association with which the executive member is associated, nor be able to serve on special committees investigating such matter or hearing an appeal.

A conflict of interest arises when an executive member is:

- Holding any position on a hockey team, league or association and is called upon to decide an issue that directly or indirectly affects the interest of the team, league or association.
- Each elected member shall provide the TPMHA and/or club President by October 1<sup>st</sup> with disclosure indicating their resident children's involvement with TPMHA clubs. This involvement could be as a player, executive member, team official or on / off ice official.

When a conflict of interest arises, the executive member:

- Shall immediately notify the TPMHA and/or club President; and
- Shall not participate in discussion and shall withdraw when any item is being discussed by the executive or any of its committees.

## **Complaints Policy**

The following procedure is for parents/players to follow when they have significant complaints or concerns (ie not trivial in nature).

All significant complaints and concerns are made initially to the Team Manager. The team manager tries to resolve the complaint which would typically involve input from the Team's Head Coach (the person ultimately responsible for his/her team). It is expected that most issues will be resolved by the team's Leadership Group (Coaches/Manager).

If the issue is not resolved at the team level, (or if the complaint involves the Team's Manager or Head Coach), then the matter is referred to the local Minor Hockey Association's (MHA's) Head Coach. If the issue cannot be resolved by the MHA's Head Coach (or if the position is vacant) then the matter will be referred to the Club's President. The Club President may consult with his or her respective Executive members for possible resolutions. For serious complaint matters, the Tri Port President will always be notified.

All matters of complaints raised to the local or Triport MHA Executive level must be submitted in writing. The Tri Port MHA website has an online complaints form that can be utilized which will automatically send the complaint to the Tri Port President and Administrator.