

# Athabasca & District Minor Hockey Association Game and Conduct Management Program





*"Providing a platform and process for all members to maintain a high standard of morals, values and fairness while developing the social maturity, instilling respect and illustrating the power of a team for its participants"*

- A. The Game and Conduct Management Program: The ADMHA views the game and conduct management plan as support and confirmation to our coaches, officials, parents, and volunteers who are in the majority and who have always participated in the game following the fundamental principles of respect, positive development and fun. We see this program as a vehicle to assist them to further these values and make the game even better and more enjoyable.
- B. Game and Conduct Management Program objectives: To promote acceptable conduct that provides:
- Respect for other participants
  - Respect for the game of hockey
  - Protection from harm
  - Development of ethical conduct towards others
  - Notions of justice, fairness and equity
  - Caring Attitudes
  - Freedom to enjoy
- C. It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, team official, Referee, spectator, volunteer, or any person representing the ADMHA.
- D. This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and insure acceptable behaviour.
- E. Definition of "unacceptable behaviour"
- a. An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant.
- F. When there is a situation of "unacceptable behaviour", the responsibilities of ADMHA participants and administrators are outlined below. The focus is on achieving the Game and Conduct Management Program objectives. Confrontation should be avoided. **Practice the 24-hour rule then report the incident**, as it is an important step in attaining the plan's objective.
- G. Providing an incident report
- a. Rumors, innuendo and supposition will not be accepted by ADMHA. Complainants not willing to present their observations/concerns in writing, with their name provided, will NOT receive standing. All those who do provide this, will receive a formal response. For the protection of all those involved, at minimum two members of the ADMHA executive will be present to hear/address a complaint. Pending circumstance and when required the ADMHA Secretary may be requested to be present to record and document the proceedings.



## **Code and Conduct - Zero Tolerance Policy**

- A. All members, players and participants are expected to abide by the bylaws, rules and policies of the ADMHA, and their behaviour is expected to align with the spirit of the bylaws, rules and policies of this code.
- B. All participants of the ADMHA shall respect other participants and property of the association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards any participants, executive committee members, employees, damage to the property of the association or other associations will not be tolerated.
- C. All participants of the ADMHA shall respect the game of hockey and shall behave in a manner so as to not make a travesty of the game.
- D. ADMHA will not tolerate loud, obscene, obnoxious participants. Such individuals will be subject to disciplinary action as outlined in the disciplinary section.
- E. Parents and spectators are not permitted in the dressing room except as expressly permitted by the respective division head and/or coach to assist their child in changing before or after a game or practice.
- F. Under no circumstances will a parent or fan enter the opposing team's dressing room.
- G. Team officials, players, parents and all other spectators are not permitted under any circumstances, in the officials' dressing room, nor are they to confront game officials about the game.
- H. Violation of any provision of this *Code of Conduct-Zero Tolerance Policy* will result in disciplinary action being taken by the ADMHA against such individuals.
- I. Harassment and bullying in all its forms, including cyber-bullying (i.e. Facebook, Twitter, Snapchat, Instagram, etc.) will not be tolerated during the course of any ADMHA activity or program. All those involved with ADMHA, including its volunteers, players, and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. **Everyone is encouraged to report incidents of harassment or bullying.**
- J. The inappropriate use of recording devices (i.e. cameras, cellphones, iPads, etc.) is strictly prohibited in or around player dressing rooms and player benches. This includes coaches, parents, players and spectators. Disciplinary action, including possible suspension will follow any breach of this rule.
- K. Coaches and assistant coaches will have their cellphones available in case of emergency use only.
- L. Also after a game a picture may be taken by team official or parents for a memory photo of the team under a special occasion such as a tournament or playoff win. Privacy rules do apply and consideration to this should be considered and approved by team consensus.



**ANY VIOLATION OR BREACH OF THE PROVISIONS IN THIS CODE OF CONDUCT - ZERO TOLERANCE POLICY BY THE PARTICIPANTS OF THE ADMHA WILL RESULT IN DISCIPLINARY ACTION BY THE ASSOCIATION AGAINST SUCH INDIVIDUALS WHICH MAY INCLUDE SUSPENSION AS OUTLINED IN THE DISCIPLINARY PROCEDURES**

**Complaint Handling Procedure**

- A. **Implementation trigger:** Reporting of unacceptable behavior by a team official, player, referee, spectator, or other individual in attendance of the sanctioned ADMHA activity is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.
- B. **Reporting Process:**
- If an incident occurs which meets the definition of unacceptable behaviour and is in the opinion of a team official, player, referee or any active member of ADMHA found to be serious enough to warrant a formal complaint. Then an incident report form must be completed and forwarded to the respective ADMHA Division Director within 7 days of occurrence.
  - The incident report form will then be submitted to the ADMHA Game and Conduct Director for review and applicable actions. Incident reports must be filed within the season in which the incident occurs.
  - Reminder: Please follow the 24-hour rule which is to allow a “cool down” period before submitting and/or responding to a complaint.
- C. **Responsible Reporters**
- If during an official sanctioned hockey game and it is in the opinion of a team official, player, referee, or any member of ADMHA that an individual(s) is verbally or physically harassing or abusing a game participant (team official, player, referee or time clock official). At the next stoppage of the play, the offending individual(s) will be identified and through discussion between the game officials (referees) and one or both coaches will determine and request that the offending individual(s) cease the unacceptable behaviour being displayed and/or be asked to exit the ice surface area.
  - If the behaviour continues, the official will document the offense on an incident report form or the back of the game sheet. A copy of the incident report will be forwarded to the ADMHA Code and Conduct Director, triggering the complaint handling process if the offender is an active member of ADMHA. It will be determined if an investigation is required or the matter can be dealt with by the league of choice, ADMHA President or the ADMHA Code and Conduct Director.
  - ***IF AN INDIVIDUAL FEELS THEIR SAFETY IS IN JEOPARDY, THE RCMP MAY BE CALLED.***



#### **D. Investigation Committee:**

If an investigation is required it will consist of three members of the ADMHA executive appointed by the President or Game and Conduct Director. They will be given a copy of the Game and Conduct Management Plan to ensure they conduct the investigation according to the objectives of the plan. The Investigation Committee will establish an appeal committee from neutral members of the executive prior to the enforcement steps of the process.

#### **E. Enforcement**

- After the investigation, the ADMHA President will be made aware of the recommendations by the investigation committee. The President shall have the power to implement the recommendations of the investigation committee or recommend alternate consequences be considered. Reasoning and rational will be required if alternative disciplinary actions are to be exercised.

#### **F. Appeal Process:**

- Upon receiving a request for an appeal, the President will inform the Game and Conduct Director of the appeal and to activate the Appeal Process. The Game and Conduct Director will then notify the already established Appeals Committee of the situation. The Appeals Committee will be briefed by the Investigation Committee and be provided the appeal documentation that is related to any disciplinary action handed down as a result of an investigation.
  - i. Appeals should be heard as quickly as is practical (within 7 days).
  - ii. The appeal must contain a clear and concise summary stating the grounds for the appeal.
  - iii. Notice of the appeal must be submitted, in writing, to the President of the ADMHA within 5 days from the date of discipline notification was received.
  - iv. ADMHA
- If the appeal is denied, further appeals can be made to Hockey Alberta under Hockey Alberta Rules & Regulations 13.03 "Appeal from Decision of Local Minor Hockey Association".

#### **G) Implementation Process**

##### **1. Incorporation into ADMHA Policy**

This Game and Conduct Management Program will replace the Code and Conduct policy #15 dated April 06, 2011.

##### **2. Introducing the program**

At the start of each season during the Team Officials first meeting with members of the executive. The Game & Conduct Director or designate will brief the group on the Code and Conduct Practice highlighting its use and function within the association. The season is defined as the date of the AGM to the removal of ice for that corresponding season.

At this meeting, the following will be addressed:

- Overview of the program
- Team Official expectations
- Distribution & explanations of the contents of team packages, timeline for return of its contents and signed forms



The teams will be given packages with the fair play pledge forms, and a program outline. Players, parents/guardians, and team officials will have access to a copy of the ADMHA game and conduct management plan as it exists on the ADMHA website. Players, parents/guardians, and team officials are required to sign the fair play pledge forms within this document. ADMHA members refusing to sign the fair play pledge forms will be immediately suspended from all member privileges. These fair play pledge forms are valid for the single season for which they are signed.

### **3. Communication Protocol**

Prior to reporting and/or filing a complaint all members must wait 24 hours before submitting their concern. This will be strictly enforced.

#### **Communication Flow Chart for Resolution**

- Step 1: Player/Parent (guardian)
- Step 2: Division Director
- Step 3: Game and Conduct Director
- Step 4: ADMHA Vice President
- Step 5: ADMHA President
- Step 6: Hockey Alberta

Under no circumstances shall issues be advanced without first seeking resolution at the correct level. If a resolution cannot be secured at the appropriate level the communication must be delivered as per the flow chart above. Once the communication has been received you will be contacted by a representative of ADMHA.



## **PARENT'S FAIR PLAY PLEDGE**

It is the intention of this pledge is to promote proper behaviour and respect for all participants within the association. All parents/guardians are asked to sign this pledge at the beginning of each hockey season to show their support for the principles of fair play.

### **CODE OF CONDUCT FOR PARENTS/GUARDIANS**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his/her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and working hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will acknowledge good plays and performances of my child's team and their opponents.
8. I recognize officials are being developed in the same manner as players, and will be supportive of their decisions during games.
9. I will support all efforts to remove verbal and physical abuse from the hockey environment
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.
11. I will respect my coach's decision(s) regarding affiliated game play and availability.

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I agree to abide by the principles of this fair play pledge and the ADMHA Game and Conduct Management Program. I also agree to abide by the rules, regulations and decisions that guide this association.

Print Name(s) of Both (Parent/Guardian): \_\_\_\_\_

Signature of one Parent/Guardian (on behalf of both): \_\_\_\_\_

Date: \_\_\_\_\_



**PLAYER’S FAIR PLAY PLEDGE**

It is the intention of the Player pledge to promote good, safe behaviour and respect for everyone involved with all fascists of the game. All players are required to read and understand this pledge while showing their support for the principles of fair play and the Code & Conduct Program. If a family has multiple children playing hockey on ADMHA teams please print their respective names on this one single pledge form. **Parents are required to read and review the form with the participating players and sign for those players in the Initiation, Novice & Atom Divisions. All Players are expected to read and understand the pledge for ALL divisions. Those players in the Pee Wee, Bantam and Midget Divisions will sign their own name.**

**CODE OF CONDUCT FOR PLAYERS**

1. I will play hockey because I want to, not because someone else wants me to.
2. I will play by the rules of hockey and in the spirit of the game.
3. I will control my temper so I do not spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything, having fun, improving my skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances, those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will respect my coach’s decision(s) regarding affiliated game play.

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I agree to abide by the principles of this fair play pledge and the Game and Conduct Management Program as set and supported by this association. I also agree to abide by the rules, regulations and decisions as set for this association.

Playing Division	Player / Participant Name (Print First & Last)	Signature of Player / Participant <i>parents are to sign for players in Atom, Novice &amp; Initiation</i>

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### TEAM OFFICIALS FAIR PLAY PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the association. ALL TEAM OFFICIALS (coaches, managers, trainers and equipment managers) are asked to sign this pledge showing their support for the principles of fair play.

### CODE OF CONDUCT FOR TEAM OFFICIALS

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure all athletes receive equal instruction, discipline, support and appropriate fair playing time.
4. I will not ridicule or yell at any athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's age and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will ensure all affiliated players have proper paperwork filled out and confirmed with registrar.
9. I will ensure I have approval from an affiliated player's coach prior to approaching an affiliated player's parents/guardians.
10. I will respect coaching decisions regarding use of affiliated players and their availability. I will respect that the affiliated players' team comes first and their game(s)/league standing comes before affiliation.

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I agree to abide by the principles of this fair play pledge and the Game and Conduct Management Program as set and supported by this association. I also agree to abide by the rules, regulations and decisions as set for this association.

Division / Team (Tier) / Role on the team: \_\_\_\_\_

Team Official's Name (Print): \_\_\_\_\_

Signature of Team Official: \_\_\_\_\_

Date: \_\_\_\_\_



### INCIDENT REPORT FORM

Submit completed form through the proper communication flowchart outlined in Section 3. Communication Protocol

This form is to be utilized by anyone in the ADMHA to report an incident of unacceptable behaviour. Including, but not limited to:

- Verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official)
- Vandalizing equipment or venue
- Contravening any points listed in the **Game and Conduct Management Program**

DATE & TIME OF INCIDENT:

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NAME OF OFFENDING INDIVIDUAL(S):

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ASSOCIATED WITH (TEAM NAME):

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NAMES OF ADDITIONAL WITNESS(ES):

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On a separate attachment, please provide a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report. Unfortunately a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation.

Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectations of the outcome resulting from your report.

If additional space is required, please use reverse side or attach separately.

Name:

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Address:

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Phone:

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Signature:

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Date:

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## **Discipline Guidelines**

In many instances, offences that are similar to those identified in the Hockey Alberta Minimum Suspension Guidelines will be dealt with in the same manner. The only difference being that when we are dealing with adults who should know better, they would be given an additional game suspension. When an individual is suspended, they are suspended from all Minor Hockey activities. This includes attending other sibling's games if they are a parent with other children playing hockey. It also includes refereeing games if they are a referee.

### **Severity of Discipline (Game and Conduct)**

- A. **Mild** (verbal reprimand + possible suspension): This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person re-offending.
- B. **Moderate** (Written reprimand + minimum 2 game suspension): This is for offences which are mild to moderate in severity. Application of this type of discipline would be for a 2nd offence. It would also be applied to individuals who have not accepted responsibility for their actions, shown no remorse and the likelihood of re-offending is high.
- C. **Severe** (Written reprimand + Minimum 5 game suspension to a maximum of a 3 year suspension): This is for the most serious offences. For example, physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have reoffended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to re-offend.

### **Severity of Discipline (Game and Conduct - Zero Tolerance)**

- **1st Offence** - Minimum 7 day to a maximum 21 day suspension from participating in any and all ADMHA activity. This includes, but is not limited to, dryland training, exhibition games, league games, arenas, tournaments, skills clinics or team functions.
- **2nd Offence** (or failure to comply with 1st Offence ruling) - instant removal of the offending participant(s) from any and all ADMHA activities from the date of the infraction until the end of the season.
- **3rd Offence** (or failure to comply with 1st or 2nd Offence rulings) - instant removal of the entire family (all family members) from any and all ADMHA activities from the date of the infraction until the end of the season.

### **General Information**

- Any physical abuse of another person will carry an indefinite suspension from all ADMHA events until reviewed by ADMHA for further discipline.
- A refund of registration fees due to a permanent suspension will be reviewed and decided upon by the ADMHA executive.
- **All formal complaints will be kept on file with the ADMHA for the duration of the offending participant's membership.**