

AYR ROCKETS GIRLS HOCKEY ASSOCIATION

CODE OF CONDUCT

June 2023





Code of Conduct



SECTION 4: CODE OF CONDUCT & DISCIPLINE

Ayr Rockets Girls Hockey Association (ARGHA) strives to ensure a safe and positive environment by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with ARGHA's core values. ARGHA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

DEFINITIONS:

The following terms have these meanings in this Code:

- a) *"Individuals"* – Individuals employed by, or engaged in activities with, ARGHA including, but not limited to, players, parents, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors of the ARGHA
- b) *"Workplace"* - Any place where ARGHA-related activities are conducted

APPLICATION OF THE CODE OF CONDUCT AND ETHICS:

This Code applies to Individuals' conduct during ARGHA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with ARGHA's activities and any meetings.

An Individual who violates this Code may be subject to sanctions pursuant to ARGHA's Discipline and Complaints Policy. In addition, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.

This Code also applies to Individuals' conduct outside of ARGHA's business, activities, and events when such conduct adversely affects relationships within ARGHA (and its work and sport environment) and is detrimental to the image and reputation of ARGHA. Such applicability will be determined by ARGHA at its sole discretion.

RESPONSIBILITIES:

Individuals have a responsibility to:

- Maintain and enhance the dignity and self-esteem of ARGHA members and other individuals by:
 - Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - Focusing comments or criticism appropriately and avoiding public criticism of players, coaches, officials, organizers, volunteers, employees, or members
 - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - Acting, when appropriate, to correct or prevent practices that are unjustly



Code of Conduct



- discriminatory
 - Consistently treating individuals fairly and reasonably
 - Ensuring adherence to the rules of the sport and the spirit of those rules
- Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but not limited to:
 - Written or verbal abuse, threats, or outbursts
 - The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - Unwelcome remarks, jokes, comments, innuendo, or taunts
 - Leering or other suggestive or obscene gestures
 - Condescending or patronizing behaviour which is intended to undermine self esteem, diminish performance or adversely affect working conditions
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior-teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
 - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - Unwelcome sexual flirtations, advances, requests, or invitations
 - Physical or sexual assault
 - Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment to ARGHA
- Refrain from any behaviour that constitutes **harassment**, where harassment is defined as vexatious comment or conduct against an individual or group of individuals– a comment or conduct that is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute harassment include, but not limited to:
 - Bullying
 - Repeated offensive or intimidating phone calls or emails
 - Inappropriate sexual touching, advances, suggestions or requests
 - Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - Psychological abuse
 - Personal harassment
 - Discrimination
 - Intimidating words or conduct (offensive jokes or innuendos)
 - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- Refrain from any behaviour that constitutes **violence**, where violence is defined as the



Code of Conduct



exercise of physical force by a person against an individual or group of individuals, that causes or could cause physical injury; an attempt to exercise physical force against an individual or group of individuals, that could cause physical injury to the individuals or group of individuals; or a statement or behaviour that it is reasonable for an individual or group of individuals to interpret as a threat to exercise physical force against the individual or group of individuals, that could cause physical injury to the individuals. Types of behaviour that constitute violence include, but not limited to:

- Verbal threats to attack an individual
 - Sending to or leaving threatening notes or emails for an individual
 - Making threatening physical gestures to an individual
 - Wielding a weapon in a workplace
 - Hitting, pinching or unwanted touching of an individual which is not accidental
 - Throwing an object at an individual
 - Blocking normal movement or physical interference of an individual with or without the use of equipment
 - Sexual violence against an individual
 - Any attempt to engage in the type of conduct outlined above
- Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but not limited to:
 - Sexist jokes
 - Display of sexually offensive material
 - Sexually degrading words used to describe a person
 - Inquiries or comments about a person's sex life
 - Unwelcome sexual flirtations, advances, or propositions
 - Persistent unwanted contact
 - Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, ARGHA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to ARGHA's Discipline and Complaints Policy. ARGHA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by ARGHA or any other sport organization.
 - Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in ARGHA programs, activities, competitions, or events
 - In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with ARGHA's event.
 - Respect the property of others and not willfully cause damage
 - Promote the sport in the most constructive and positive manner possible
 - Adhere to all federal, provincial, municipal and host country laws



Code of Conduct



- Comply, at all times, with ARGHA's By-Laws, policies, procedures, and rules and regulations, as adopted and amended from time to time

BOARD/COMMITTEE MEMBERS AND STAFF

In addition to Individual Responsibilities (above), ARGHA's Directors, Committee Members, and Staff will have additional responsibilities to:

- Function primarily as a member of the board and/or committee(s) of ARGHA; not as a member of any other particular member or constituency
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of ARGHA's business and the maintenance of Individuals' confidence
- Ensure that ARGHA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of ARGHA
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- Keep informed about ARGHA's activities, the provincial sport community, and general trends in the sectors in which they operate
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the bylaws under which ARGHA is incorporated
- Respect the confidentiality appropriate to issues of a sensitive nature
- Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of all ARGHA governance documents
- Conform to the bylaws and policies approved by ARGHA, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

COACHES

In addition to Individual Responsibilities (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved players
- Prepare players systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using



Code of Conduct



- training methods or techniques that may harm players
- Avoid compromising the present and future health of players by cooperating with sport medicine professionals in the diagnosis, treatment, and management of players' medical and psychological treatments
 - Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
 - Provide players (and the parents/guardians of minor players) with the information necessary to be involved in the decisions that affect the athlete
 - Act in the best interest of the athlete's development as a whole person
 - Respect other coaches
 - Meet the highest standards of credentials, integrity and suitability
 - Report any ongoing criminal investigation, conviction, or existing bail conditions, including but not limited to; those for violence, child pornography, or possession, use, or sale of any illegal substance
 - Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
 - Respect players playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the players
 - Not engage in a sexual relationship (any words or actions of a sexual nature) with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
 - Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
 - Dress professionally, neatly, and inoffensively
 - Use inoffensive language, taking into account the audience being addressed

PLAYERS

In addition to Individual Responsibilities (above), players will have additional responsibilities to:

- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded players, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- Adhere to ARGHA's rules and requirements regarding clothing and equipment
- Never ridicule a participant for a poor performance or practice



Code of Conduct



- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- Dress in a manner representative of ARGHA; focusing on neatness, cleanliness, and discretion
- Act in accordance with ARGHA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

OFFICIALS

In addition to Individual Responsibilities (above), officials will have additional responsibilities to:

- Maintain and update their knowledge of the rules and rules changes
- Work within the boundaries of their position's description while supporting the work of other officials
- Act as an ambassador of ARGHA by agreeing to enforce and abide by national and provincial rules and regulations
- Take ownership of actions and decisions made while officiating
- Respect the rights, dignity, and worth of all individuals
- Not publicly criticize other officials or any club or association
- Assist with the development of less-experienced referees and minor officials
- Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of ARGHA, players, coaches, other officials, and parents
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- When writing reports, set out the true facts and not attempt to justify any decisions
- Dress in proper attire for officiating

DRESSING ROOM POLICY:

This policy has been adopted to make the arena a safe, secure and comfortable place for all girls participating in the Association.

1. Dressing rooms will be off-limits to all males, including, but not limited to, fathers, brothers, grandfathers, while any players are changing into or out of hockey equipment before or after a game or practice. In application this means that any equipment adjustment required to be done by a male, such as, but not limited to, skate tying, will be done outside the dressing room.
2. ARGHA observes the 2-deep rule for adult presence in dressing rooms. If adult supervision is required in the dressing room, a minimum of two adult females must be present at all times during which players are in the room. Preferably one of these individuals will be the registered team trainer, however, in her absence she may designate another suitable adult female as dressing room monitor. The team may also elect to appoint designated female parents to monitor dressing room activities. It is



Code of Conduct



expected that the appointed individuals will observe the 2-deep rule at all times when in the presence of minors.

3. Male coaches will be admitted to the dressing room 10 minutes prior to official game or practice times to conduct pre-event talks and for up to 10 minutes after the game or practice is completed and players have left the ice, to conduct post-event discussions. During these two periods, a minimum of one adult female should be present in the dressing room as per the above.
4. In the event that a player arrives in the dressing room during the 10-minute pre-game period she is not to commence dressing until all male coaches have left the room for the start of the game or practice.
5. In the event that a player is still in the process of dressing when the 10-minute period is to commence, that player will be requested by the trainer or her designate to stop changing, to don suitable covering clothing and not continue to change until all male coaches have left the room for the start of the game or practice.
6. The only exception to the above will be in the event of a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.
7. The use of cell phones, personal digital assistants (PDA's) or other image-taking devices is prohibited in all dressing rooms except when being used to deal with a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.
8. Team Trainers are responsible for enforcement of the Dressing Room Policy.

SOCIAL MEDIA POLICY:

This policy encompasses public communications through internet mediums and websites including but not limited to: Email, Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all individuals of the ARGHA.

1. Comments or remarks of an inappropriate nature which are detrimental to an individual, team and/or the ARGHA will not be tolerated and will be subject to disciplinary action.
2. The following are examples of conduct through social media and networking mediums that are considered violations of the ARGHA Social Media and Networking Policy and may be subject to disciplinary action by the Ayr Rockets Girls Hockey Association or OWHA:
 - a. Any statement deemed to be publicly critical of ARGHA officials or detrimental to the welfare of a member, Team, the ARGHA or an individual.
 - b. Divulging confidential information that may include, but is not limited to the following: player injuries, game strategy or any matter of a sensitive nature to a member Team, ARGHA or any individual.
 - c. Negative or derogatory comments about any member of the Team, ARGHA, League and/or OWHA staff, programs, stakeholders, players or any member of an opposing team.
 - d. Any form of bullying, harassment or threats against players, ARGHA directors/staff/volunteers or officials.
 - e. Photographs, video or comments promoting negative influences or criminal behavior.
 - f. Online activity that contradicts the current policies of the ARGHA or its affiliated organizations.
 - g. Inappropriate, derogatory, racist, or sexist comments of any kind.
 - h. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.



Code of Conduct



AGREEMENT:

I understand that being allowed to play hockey with the Ayr Rockets is a privilege and that I will follow the Code of Conduct at all times.

I 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.

I understand that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of the Ayr Rockets. Winning and losing will be done with equal grace and dignity.

I understand that failure to abide by this Code will result in disciplinary action as described.

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 Signature

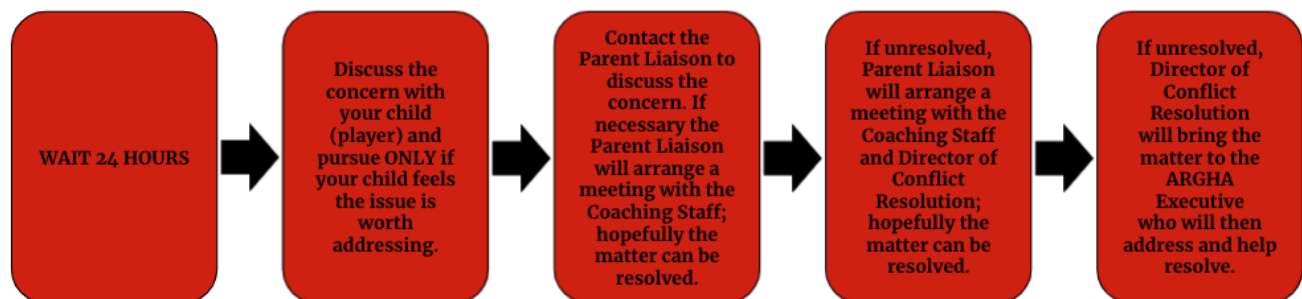
Parent/Guardian Signature

**** This form is now electronically acknowledged and signed by each player/parent/guardian during registration for the Ayr Rockets Girls Hockey Association through RAMP Registration**

COMPLAINT PROCESS - 24 Hour Rule:

Sometimes parents have hockey-related concerns that need to be addressed.

We ask that parents follow the steps below when they have concerns of a serious nature. It is important to note that if your team by some uncontrollable factor is without a Parent Representative / Parent Liaison, or if the Parent Liaison is the problem, then the Director of Conflict Resolution should be contacted after the 24 hour waiting period.



DISCIPLINARY PROCESS:



Code of Conduct



The ARGHA will investigate reported violation(s) of this Code of Conduct. If the investigation determines that a violation has occurred, ARGHA will impose appropriate disciplinary action. Dependent on the severity of the violation, disciplinary action may include, but is not limited to:

1. Written or Verbal Warning to all impacted parties
2. Suspension from all ARGHA activities and events, including scheduled practices and games
3. Termination of membership within ARGHA

DISCIPLINE & INVESTIGATIONS:

ARGHA is committed to providing an environment in which all Individuals involved with the ARGHA are treated with respect. Membership in the ARGHA, as well as participation in its activities, brings many benefits and privileges. At the same time, individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the ARGHA's policies, bylaws, rules and regulations, and Code of Conduct. Non-compliance by Individuals can result in severe damage to the integrity of the ARGHA and may be subject to sanctions pursuant to this Policy. Since discipline may be applied, ARGHA provides individuals with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

DEFINITIONS

The following terms have these meanings in this Policy:

- a) "Complainant" – The Party alleging an infraction
- b) "Respondent" – The alleged infracting Party
- c) "Parties" – The Complainant, Respondent, and any other Individuals, persons, or groups affected by the complaint
- d) "Days" – Days irrespective of weekend and holidays
- e) "Individuals" – All categories of membership defined in the ARGHA's ByLaws, as well as all individuals employed by, or engaged in activities with, the ARGHA including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, directors and officers of the ARGHA, spectators at events, and parents/guardians of athletes

APPLICATION OF THIS POLICY

This Policy applies to all Individuals.

This Policy applies to discipline matters that may arise during the course of the ARGHA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the ARGHA activities, and any meetings.

This Policy does not prevent discipline from being applied, during a competition or event, according to the procedures in place for the particular event. Further discipline may be applied according to this Policy.

Any infractions or complaints occurring within games and tournaments will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will



Code of Conduct



be as outlined by OWHA. Further sanctions may be applied by ARGHA but only after review of the matter in accordance with the procedures set out in this Policy.

Discipline matters and complaints arising within the business, activities, or events organized by entities other than the ARGHA will be dealt with pursuant to the policies of these other entities unless requested and accepted by the ARGHA at its sole discretion.

REPORTING A COMPLAINT

The Director of Conflict Resolution is responsible for overseeing and providing guidance to any member (player, parent, coach) who has a complaint or concern.

Each ARGHA House League and Rep Team must appoint a Parent Liaison. The Parent Liaison is the go between Coaching Staff and Parents when issues arise within the team. The Director of Conflict Resolution provides guidance to the Parent Liaisons as necessary.

PROCEDURE

1. Parents are encouraged to wait 24 hours prior to raising an issue with the Parent Liaison. Parent Liaisons will do their best to resolve issues as quickly as possible.
2. Complaints submitted to the Director of Conflict Resolution must be in writing indicating:
 - the date;
 - nature of issue/complaint;
 - individual(s) involved (if any);
 - steps taken to date to resolve the issue.
3. The Director of Conflict Resolution will acknowledge receipt of the complaint within 48 hours. He/she will strive to resolve the complaint as quickly as possible. Conclusions and/or next steps will be communicated back to the complainant

MEDIATION

Before any complaint proceeds to the formal stage, the dispute will first be referred to the ARGHA's Director of Conflict Resolution for review, with the objective of resolving the dispute via informal means.

INVESTIGATION PANEL

Should the review by the Director of Conflict Resolution, not resolve the dispute, the ARGHA President will appoint an Investigation Panel to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable.

The Investigation Panel has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Investigation Panel has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Investigation Panel determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Investigation Panel's decision to accept or dismiss the complaint may not be appealed



Code of Conduct



- b) Determine if the complaint is a minor or major infraction
- c) Coordinate all administrative aspects of the complaint
- d) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

The Investigation Panel will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

MINOR INFRACTIONS

Minor infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, the ARGHA, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, or sexual comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of the ARGHA
- d) Being late for, or absent from, the ARGHA events and activities at which attendance is expected or required
- e) Non-compliance with the ARGHA's policies, procedures, rules, or regulations
- f) Minor violations of the ARGHA's Code of Conduct and Ethics
- g) Tampering

All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition will be applied. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or the ARGHA's decision-makers.

Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from the ARGHA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other contribution to the ARGHA
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Fines
- g) Any other sanction considered appropriate for the offense
- h) Discipline specific to the event or competition, if applicable

Minor infractions that result in discipline will be recorded and records will be maintained by the ARGHA. Repeat minor infractions may result in further such incidents being considered a major infraction.



Code of Conduct



MAJOR INFRACTIONS

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the ARGHA, or to the sport. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages the ARGHA's image, credibility, or reputation
- h) Consistent disregard for the ARGHA's bylaws, policies, rules, and regulations
- i) Major or repeated violations of the ARGHA's Code of Conduct
- j) Intentionally damaging the ARGHA property or improperly handling the ARGHA monies
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- l) Any possession or use of banned performance enhancing drugs or methods

Major infractions occurring within competition may be dealt with immediately, if necessary, by a person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition will be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence. In offenses that are deemed to be racial, harassment, assault or a severe breach of the Code of Conduct by the ARGHA Board of directors, may include the involvement of the Waterloo Region Police Service.

PROCEDURE FOR MAJOR INFRACTION HEARING

The Investigation Panel will notify the Parties that the complaint is potentially legitimate and the incident will be dealt with as a major infraction by the ARGHA Disciplinary Panel.

The Disciplinary Panel consists of ARGHA President, Vice President and Director Coaching and Player Development. The Disciplinary Panel will then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Disciplinary Panel and may not be appealed.

If the Respondent acknowledges the facts of the incident, the Respondent may waive participating in the investigation, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still carry out an investigation for the purpose of determining an appropriate sanction.

If a Party chooses not to participate in the investigation, the investigation will proceed in any event.



Code of Conduct



The Disciplinary Panel will determine the format of the investigation which may involve an in-person meeting, a meeting by telephone, a meeting based on a review of documentary evidence submitted in advance of the meeting, or a combination of these methods. Any meetings will be governed by the procedures that the Disciplinary Panel deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the meetings
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the meeting
- c) The Panel may request that any other individual participate and give evidence during the course of the investigation
- d) The decision will be by a majority vote of Panel members

If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision. In fulfilling its duties, the Panel may obtain independent advice.

DECISION

After hearing the matter, the Disciplinary Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within ten (10) days of the investigation's conclusion, the Disciplinary Panel's written decision, with reasons, will be distributed to all Parties, the Investigation Panel, and the ARGHA. In extraordinary circumstances, the Disciplinary Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the ten (10) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

SANCTIONS

The Disciplinary Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from the ARGHA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to the ARGHA
- d) Expulsion from the ARGHA
- e) Removal of certain membership privileges
- f) Suspension from certain teams, events, and/or activities
- g) Suspension from all the ARGHA's activities for a designated period of time
- h) Payment of the cost of repairs for property damage
- i) Any other sanction considered appropriate for the offense

Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

Major infractions that result in discipline will be recorded and records will be maintained by the ARGHA.

SUSPENSION PENDING AN INVESTIGATION



Code of Conduct



The ARGHA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

CRIMINAL CONVICTIONS

An Individual's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from the ARGHA and/or removal from the ARGHA's competitions, programs, activities and events upon the sole discretion of the ARGHA:

- a) Any child pornography offences or related offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving possession or trafficking of illegal drugs

CONFIDENTIALITY

The discipline and complaints process is confidential and involves only the Parties, the Investigation Panel, Disciplinary Panel and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

TIMELINES

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

RECORDS AND DISTRIBUTION OF DECISIONS

Minor and major infractions that result in discipline, as well as decisions of any appeals, will be recorded and maintained by the ARGHA.

OWHA and or Hockey Canada may be advised of any decisions and, if there was an appeal, the appeal decision.

Decisions and appeals are matters of public interest and will be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to the ARGHA's Confidentiality Policy, the Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, will be kept confidential.