



# Central Alberta Hockey League

## Code of Conduct Policy

(Interim Policy addition- will be proposed for March 2016 policy addition)

As mandated by Hockey Canada and Hockey Alberta Risk Management Programs; all entities involved under the Hockey Alberta umbrella are required to have an official Code of Conduct Policy.

### The CAHL Code of Conduct Policy

The CAHL must support the mandated requirements for a Code of Conduct policy and will support an environment that promotes acceptable conduct that highlights the importance of:

- Respect for participants in Hockey
- Respect for the game of Hockey
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Protection from harm
- Caring attitudes
- Freedom to enjoy,
- Opportunities to develop and flourish

It is mandatory that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, spectator or League Volunteer.

At any time an individual is considered to be displaying any forms of unacceptable behaviour, verbally or physically harassing and/or abusing any participant the Facility Staff or Home Team Manager are responsible for addressing and managing the situation to prevent escalation of the event. The intent is to calm all participants and avoid further issue with the situation. As per the CAHL Policies and Regulations, those responsible for the facility may request the removal person(s) who do not exhibit acceptable behaviour regardless if they have received a warning or not.

The CAHL Executive Committee will review all reported or submitted complaints of behaviour that is offensive in nature, to be a violation of this policy, not just as defined and listed below. Other actions that would be considered unacceptable under this policy that are any attempts intended to embarrass, slander, bully, harass, or which have the effect of creating a negative, hostile or uncomfortable environment at any CAHL sanctioned event. Some of these are:

- Attempts of retaliation, threats or intimidation before, during or after any CAHL sanctioned event
- Complaints to public venues or on the social media venues regarding issues being experienced in interactions with the League or Hockey Alberta
- Press releases or public statements to the media regarding issues being experienced in interactions with the League or Hockey Alberta
- Campaigning or protesting in any form before, during or after any CAHL Sanctioned Game
- Any attempts to create an environment before, during or after any CAHL Sanctioned Game that would incite any negative or hostile response, create uncomfortable atmospheres or distractions for any CAHL Participant

At any time, any participant may document these types of incidents and request that their Association Leadership or their CAHL Director submit the complaint as per the formal CAHL Complaint Process.

The complaint will then follow the identified process for resolution as per that CAHL Policy. At any time a criminal complaint and/or investigation is in progress, the CAHL will not make any final judgements or decisions. Under these circumstances the CAHL President may choose to indefinitely suspend all or some of those involved until the criminal matters have been resolved or other actions taken that the CAHL Executive may find to be appropriate.

Please review the Hockey Canada and Hockey Alberta bylaws, policies, regulations and mandatory training programs for the specific definitions of these unacceptable behaviours.

## **Complaint Management Process**

All complaints must be submitted using the CAHL Complaint Form to the responsible CAHL Volunteers as identified in the Bylaws, Policies or Game Regulations by the Member's CAHL Director. It is also expected that the complaint also has the approval or support of their LMHA President.

Upon receipt of a formal complaint identifying any of the behaviours targeted by this policy, the CAHL Volunteer will confirm it has been properly completed and signed, they will immediately forward it to the CAHL President, Past President and Vice President's.

While there are many routes of action potentially to be used to resolve the identified issue, the process will generally follow:

- A detailed review of the complaint and a request for a rebuttal to the situation from the alleged parties will be made and they will have 3 days to submit a response. The complaint will be entered into the Complaint and Incident Record Tracking spreadsheet for records purposes at that time as well.
- Once a review of the rebuttal by the responsible CAHL Vice President and CAHL President is completed they will establish if any violation of this policy or the CAHL Bylaws, Policies or Game Regulations has happened.
- While the complaint is under review the CAHL President may, due to the nature of the incident:
  - Initiate an interim suspension of the individuals involved as per the CAHL Bylaws Policies and Regulations.
  - Initiate interim suspension of activities between the parties involved and their participants including but not limited to the individuals involved, their Teams or their member Associations to a level that satisfies the CAHL President that no further conflict will take place until the complaint is resolved. During this suspension all other CAHL Bylaws, Policies and Regulations will still apply regardless of the CAHL Presidents ruling.

## **Sanctions and Disciplinary Actions**

- If violations of this Policy or the CAHL Bylaws, Policies or Game Regulations have been proven or identified, the responsible CAHL Vice President and President may:
  - Complete further investigation including requests for additional information as they feel are required. This may include creation of a Committee of three or more Directors or Executive Committee Members. They will be appointed by the CAHL President to review, further investigate and then recommend actions taken based on their findings.
  - Assess the specified penalty in whole or part to the parties named in the complaint
  - Assess the specified penalty in whole or part to the party that forwarded the complaint if it is identified they also caused a violation of the CAHL Bylaws, Policies or Game Regulations.
  - Recommend and apply another resolution or penalty with the support of the majority of the CAHL Executive Committee.

When making a final decision directing the appropriate disciplinary sanction, the CAHL President and supporting Committee(s) shall consider factors such as:

- The nature of the harassment.
- If the harassment involved any physical contact.
- If the harassment was an isolated incident or part of an ongoing pattern.
- The nature of the relationship between the complainant and harasser.
- If the event was escalated to a criminal investigation by any entity.
- The age of the complainant.
- Whether the harasser had been involved in previous harassment incidents.
- Whether the harasser admitted responsibility and expressed a willingness to change.
- Whether the harasser retaliated against the complainant.

The CAHL President, with the support the Executive Committee and any sub-committee recommendations if appointed, will direct any disciplinary actions. Considerations may be given to the following options, individually or in combination, depending on the nature and severity of the incident:

- A Verbal apology
- A Written apology
- A Letter of reprimand that specifies a probationary period and required conditions
- A fine or levy
- Removal of certain individual or all privileges of membership
- Temporary suspension of membership
- Expulsion from membership
- Publication of the details of the sanction
- Any other sanction or disciplinary suspensions which the investigating Committees may deem appropriate

Failure to comply with any sanction as directed may result in the CAHL Membership reviewing the incident and they may chose to make a motion to:

- Move the status of the voting Member in question to Probationary status which will force them to reapply for Membership in the CAHL in the following March/April processes.
- Assign additional sanctions that will remain in place until such time as the sanction is fulfilled.

Any appeals of these sanctions or rulings may be completed following the CAHL Appeals Policy.

Once the final resolution of the complaint has been reviewed by the CAHL Executive Committee; the complaint will be closed.

At that time the Records of the event will be forwarded to the CAHL Secretary to store in the Members folder and the records spreadsheet will be updated with the outcome of the complaint.

These records and any further documentation will be maintained indefinitely by the CAHL Secretary. After 5 years and if no further incidents happen relative to this complaint it can be removed from the CAHL records with the authorization of the CAHL President at that time.