

GAME AND CONDUCT POLICY



1.0 MISSION STATEMENT

Cremona Minor Hockey Association (“CMHA” or the “Association”), otherwise known as the Cremona Cowboys (the “Cowboys”) exists to provide an enjoyable hockey experience to participants where they can develop a strong sense of community while growing socially, physically, and emotionally.

The Cowboys will continuously strive to achieve both individual and team success while delivering a hockey experience that is safe, fair, and stimulating, is delivered in a respectful environment, and balances the following core values:

- the Participant – provide individuals with experiences that allow them to enjoy the game while developing personally in an environment free of bias, discrimination, harassment, or abuse.
- the Team – foster commitment to a group by working, learning, and achieving together.
- the Game of Hockey – teach and develop skills suitable for participants to maximize enjoyment and appreciation of the game.

2.0 GAME AND CONDUCT COMMITTEE

The Game and Conduct Policy (the “Policy”) will be administered by the Game and Conduct Committee (the “Committee”). Administration will include education, communication, investigation and enforcement of the CMHA rules in relation to the behavior of participants involved in our hockey program. A “participant” is defined as being a player, coach, manager, Association member, parent, official, or spectator.

3.0 GAME AND CONDUCT OBJECTIVES

The Policy exists to aid participants in understanding expectations relating to conduct on and off the ice and the applicable rules and regulations guiding behavior. The Committee is responsible for reviewing conduct that contravenes the policies, regulations, and core values of the Association and issuing sanctions that may result from any such contravention.

The Policy was developed, in part, to provide a complaint handling procedure for unacceptable behavior. The Association encourages participants to behave appropriately and expects all participants to abide by the following ideals:

- respect for all persons,
- protection from physical and emotional harm,
- development of ethical conduct towards others,
- notions of justice, fairness, equality,
- caring attitudes,
- freedom to enjoy and flourish, and
- respect for the game.

Complaints in relation to officiating or general hockey rules will continue to be overseen by the Central Alberta Hockey League (“CAHL”).

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4.0 UNACCEPTABLE BEHAVIOR

A participant has demonstrated unacceptable behavior if that person has harassed, bullied, or abused another participant or acted in a way that might reasonably be considered to have damaged the reputation of the Association. What constitutes unacceptable behavior is further set out in the Respectful Behavior Guidance in [Appendix A](#). A participant who has demonstrated unacceptable behavior is subject to sanction by the Committee. The responsibilities of the Association, Committee, and participants in relation to incidents of unacceptable behavior are set out herein.

5.0 TERMS OF REFERENCE

The Association operates under the jurisdiction of the Central Alberta Hockey League (CAHL) which in turn is governed by the rules of Hockey Alberta and Hockey Canada. Each level of hockey (National – Provincial – Regional – Community) has the authority to implement rules and regulations. The Association is governed by the following regulations.

- [Hockey Canada Playing Rules](#)
- [Hockey Canada Bylaws & Regulations](#)
- [Hockey Alberta Bylaws](#)
- [Hockey Alberta Regulations](#)
- [CAHL Operating Policy Manual](#)
- [CAHL Game Regulation Manual](#)
- [CAHL Supplemental U9 Game Regulations](#)
- [CAHL Complaint Process Form](#)
- [CMHA Rules and Regulations](#)
- [CMHA Bylaws](#)
- [CMHA Dressing Room Policy / Best Practice](#)
- [CMHA Social Media, Device and Image Use Policy / Best Practice](#)

6.0 GOVERNING DOCUMENTS

In addition to the terms of reference noted above, the Committee relies on the [Hockey Canada Fair Play Code](#) and the Association's code of conduct pledge forms as governing documents. The pledge forms are a contract between parents, players, coaches and the Association and form the foundation for the accountability of these participants when sanctions are considered by the Committee.

Current pledge forms include:

- Cremona Cowboys "Parents Pledge"
- Cremona Cowboys "Players Pledge"
- Cremona Cowboys "Coaches Pledge"

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7.0 COMMITTEE COMPOSITION

The Committee will be made up of no less than three members appointed by the Association Executive. Committee members shall be familiar with all current policies, rules, and regulations from all levels of hockey governing the Association. If a Committee Member is conflicted in reviewing an incident, the Association Executive will find suitable ad-hoc replacements. All Committee members must self-identify and recuse themselves in the event of a conflict.

8.0 RELEVANT SITUATIONS OR INCIDENTS

The Policy shall deal with any situations or incidents arising from the actions of a participant at any organized event in which the Association is taking part or represented. Events can include, but are not limited to, games, practices, evaluations, tournaments, team events, and meetings.

The coaches may issue warnings, or 'game and conduct' team issued penalties, as outlined in the Severity and Discipline Table set out in [Appendix B](#), but shall ensure that the situation is promptly discussed with the player and/or parent, for which the discipline was given. Completion of an Incident Report Form, as shown in [Appendix C](#), or maintaining notes and record of such events is encouraged.

Depending on the severity or frequency of the incident, team officials shall engage the Game and Conduct Committee. Coaches and/or team managers are required to notify the Committee of any recurring problems so that an appropriate record is maintained in the event a problem escalates. Where discipline is assigned that includes 'game and conduct' suspensions (in addition to Hockey Canada assigned penalties or suspensions), the 'Incident Handling Procedure', as outlined in Section 9.0 of this policy, shall be followed.

It is important that any individual observing or perceiving any unacceptable behavior occurring, or to have occurred, address the issue immediately with the applicable Coach and/or Team Manager. Should the individual not be comfortable to address the issue with the applicable Coach and/or Team Manager, or feels their concerns were not adequately addressed, they should escalate the issue to the CMH President or Vice President or the Game and Conduct Committee (cmhgameandconduct@gmail.com). They may also complete an 'Incident Report Form', as provided in [Appendix C](#).

The scope of the Committee is intended to cover those situations or incidents that fall outside of official CAHL sanctions. The Committee will not review incidents that are being handled at the CAHL level unless a complaint or request for review has been received. The Committee will not entertain requests to reduce sanctions levied by higher authorities, such as CAHL.

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9.0 INCIDENT HANDLING PROCEDURE

9.1 Reporting Process:

The filing of an Incident Report detailing unacceptable behavior by a participant is the triggering event of the incident handling process by the Committee. Incident Reports in the form set out in [Appendix C](#) may be filed with the Committee by participants who observe unacceptable behavior from any other participant.

Any coach or team manager who observes unacceptable behavior shall be required to complete and submit an Incident Report to the Committee within 48 hours of the incident occurring.

Incident Reports that do not include the name and contact information of the complainant will not be reviewed by the Committee and will not trigger the complaint handling process. All Incident Reports are to be sent to cmhgameandconduct@gmail.com. At the beginning of each season, the Association Executive will revisit the Committee composition to ensure that Committee emails are being appropriately directed.

9.2 Complaint Handling Process:

Once triggered, the complaint handling process shall have 6 stages:

1. Acknowledgement
2. Investigation
3. Due process
4. Sanctions/Enforcement
5. Appeal process
6. Documentation

Step 1 – Acknowledgement

All Incident Reports shall first be reviewed by the Committee who will decide whether an incident warrants an investigation. The decision of the Committee to advance or not advance an investigation is final and will communicate in writing to the complainant or team official that reported the incident.

Step 2 – Investigation

Investigations will be conducted by the Committee, and anyone appointed by the Committee as an investigator. Investigations may include, but not be limited to, collecting statements from and conducting interviews with the complainant, any participants involved in the incident, and any witnesses. The Committee will review all statements, written notes from interviews, and any other evidence that is collected as part of the investigation. Once the investigation has been completed, the Committee will decide whether any participants involved in the incident are deserving of sanction.

The Committee shall make efforts to conclude investigations as quickly as possible and has the authority to temporarily suspend any participants involved in an incident until the investigation has concluded.

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Step 3 – Due Process

Participants involved in an incident being investigated will have the right to due process. Such participants will be notified of the investigation and will be given the opportunity to defend themselves by providing a statement or requesting a due process meeting with the Committee.

Any requests for a due process meeting shall be made within 48 hours of such participant being notified of the investigation. If a participant subject to an investigation refuses to cooperate with the investigation, that participant shall lose the opportunity to request a due process meeting.

In that circumstance, the Committee will complete its investigation and has the authority to deem any allegations against that participant to be proven.

Step 4 – Sanctions/Enforcement

If a participant is found to have engaged in unacceptable behavior upon the conclusion of an investigation, the Committee has the authority to do any of the following:

- (a) issue a warning, which may include appropriate conditions,
- (b) immediately suspend or ratify any suspension of a participant from a team or a team's function for a specified period,
- (c) immediately ban a participant from a team or a team's function for a specified period,
- (d) immediately suspend or expel any participant from the Association for a specified period, or
- (e) impose such other sanctions as the Committee deems to be appropriate in the circumstances.

The decision of the Committee to issue sanctions shall be communicated to any affected participants in writing (the "Decision").

Step 5 – Appeal Process

Any participant found to have engaged in unacceptable behavior for which sanctions have been issued under a Decision has the right of appeal. A notice of appeal must:

- (a) be in writing and contain a clear and concise summary of the grounds of appeal, and
- (b) be submitted to the Committee within 5 days of the date of the Decision.

Appeals will be heard by no less than 3 members of the Association Executives or their designates, as soon as is practical.

Step 6 – Documentation

Team officials are responsible to notify the Committee when sanctions levied by the Committee have been completed and return to play requirements have been met to the satisfaction of the team.

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APPENDIX A: RESPECTFUL BEHAVIOUR GUIDANCE

GUIDANCE STATEMENT

The demonstration of respect is the commitment and responsibility of all participants in the Association. Unacceptable behavior, including bullying and harassment, will not be tolerated in our association.

RESPONSIBILITIES

- We are all responsible for ensuring that our actions and words contribute to a respectful environment.
- We are all accountable for the results of our actions, regardless of our intent.
- We all understand that disrespectful behaviors will not be tolerated.
- We will all address issues of disrespectful behavior with the person or people directly involved.

DEFINITIONS:

Unacceptable Behavior:

A participant has demonstrated unacceptable behavior if that person has harassed, bullied, or abused another participant or acted in a way that might reasonably be considered to have damaged the reputation of the Association. This includes violations of the [CMHA Social Media, Device and Image Use Policy / Best Practice](#), or the 'Drug, Alcohol, Tobacco and Weapons Policy', set out in [Appendix D](#).

Harassment is unwelcome conduct based on race, religious beliefs, color, gender, gender identity, gender expression, body type, physical disability, mental disability, age, ancestry, place of origin, source of income, family status, or sexual orientation of that person or of any other person.

Types of behavior that constitute harassment include, but are not limited to:

- physical or sexual assault
- unwanted physical contact
- unwanted sexual contact
- any form of hazing
- unwanted or inappropriate sexual flirtations, advances, or propositions
- distribution of an intimate image of another person without their consent
- display of visual material which is offensive or which one ought to know is offensive
- making, possessing, accessing, or sharing any audio, visual, or audiovisual recording of any person without that person's consent unless the recording is of a public space or an event open to the public
- cyber harassment or bullying of any type
- written or verbal abuse or threats including coercion
- intimidation, leering, or other objectionable and insulting gestures
- unwelcome remarks, jokes, comments, innuendos, or taunts
- behavior towards another intended to humiliate or reduce self-esteem
- spreading false information about an individual
- practical jokes that result in awkwardness or embarrassment
- unwelcome remarks about a person's physical attributes, appearance, or personal life
- making false accusations about harassment, bullying, or disrespectful behavior

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Bullying is a repeated pattern of negative behavior or harassment aimed at a specific person or group.

Disrespectful Behaviors:

Understanding the types of behaviors that can be considered disrespectful is the key to recognizing such behaviors when they are displayed, and in turn, evaluating and adjusting our own actions. Demonstrating the following behaviors can negatively affect an individual's self-worth and shall not be tolerated:

- eye rolling
- finger wagging
- physical gestures that are used to make fun of others or express frustration
- angry outbursts
- gossiping
- purposely and/or regularly interrupting people when they are speaking

Respectful Behaviors:

The following behaviors describe our ideal state of interaction. Taking time to ensure we are all exemplifying the following behaviors will move us closer to achieving the respectful environment we are trying to create:

- allowing one person to speak at a time
- expressing appreciation
- being accountable for your own mistakes
- seeking input from others
- being asked for an opinion
- praising good work
- giving timely recognition of people's efforts and accomplishments
- providing positive reinforcement
- offering assistance when someone needs help
- communicating openly
- providing opportunities for input and participation
- giving constructive feedback
- demonstrating sympathy and a show of support
- listening openly to other points of view, even when you disagree
- seeking consensus
- providing clear expectations
- sharing knowledge and information
- being inclusive
- mentoring/coaching: Taking the time to develop others
- acting honestly
- empowering others
- sharing laughs
- social banter

Individual Support:

An allegation of serious disrespectful conduct has the potential to significantly affect one's personal wellbeing. Everyone is encouraged to speak to a teammate, coach or manager for support or advice when needed. In many instances, open and honest dialogue can go a long way in reaching an informal resolution.

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APPENDIX B: SEVERITY OF DISCIPLINE TABLE

MILD OFFENCE

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.

MODERATE OFFENCE

This is for offences which are moderate in severity. Application of this type of discipline would usually be for a second offence. It can also be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of re-offending is high.

SEVERE OFFENCE

This is for the most serious types of offences (examples could include physically threatening or assaulting another individual). Application of this type of discipline would be for individuals who have re-offended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to re-offend. This would result a 'Game and Conduct' suspension of at least 5 games, and up to 3 years.

GAME AND CONDUCT – DISCIPLINE MATRIX

| Offence Type | Offence Frequency | | |
|-----------------|--|---|--|
| | 1 st Offence | 2 nd Offence | 3 rd or more Offence |
| Mild | Team issued warning | Team issued penalty (e.g., 10 mins on bench) | 'Game and Conduct' 1 game suspension ^{Note 1} |
| Moderate | Team issued penalty (e.g., 10 mins on bench) | 'Game and Conduct' minimum 1 game suspension ^{Note 1} | 'Game and Conduct' minimum 3 game suspension ^{Note 1} |
| Severe | 'Game and Conduct' minimum 5 game suspension ^{Note 1} | 'Game and Conduct' minimum 10 game suspension ^{Note 1} | 'Game and Conduct' minimum 1 year suspension ^{Note 1} |

Note 1: 'Game and Conduct' game suspensions will be in addition to any Hockey Canada penalty or suspension assessed. Any suspensions that are not able to be served in the current year will carry forward to the following year. Should any suspensions be given, there will also be a written reprimand, which will be kept on file. In the event of suspension or expulsion from the Association, no refunds for hockey registration fees will be given.

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APPENDIX C: INCIDENT REPORT FORM

The following page in this document has a copy of the Incident Report Form. If you would like the word document to complete the form electronically, it can be found on the [CMHA Website](#).

INCIDENT REPORT FORM



Submit completed form to the Cremona Minor Hockey Association (CMHA) Game & Conduct Committee at cmhgameandconduct@gmail.com.

This form is to be used by any participant the CMHA to report an incident of unacceptable behavior. Please refer to the CHMA Game and Conduct Policy for additional information and guidance.

| Reported By: | |
|---|--|
| Name: | |
| Team Role: <i>(Coach, Manager, Parent, Player, etc.)</i> | |
| Phone: | |
| Email: | |

| Incident Details: | |
|---|--|
| Date of Incident: | |
| CMHA Team: | |
| Name of Offending Individual: | |
| Team Role: <i>(Coach, Manager, Parent, Player, etc.)</i> | |
| Description of Incident or Unacceptable Behavior: <i>(Please be as specific as possible)</i> | |

Signature

Date

By Submitting this form, you are agreeing that all statements are factual to the best of your knowledge.

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APPENDIX D: DRUG, ALCOHOL, TOBACCO AND WEAPONS POLICY

Players are strictly prohibited from using or possessing illegal drugs, non-prescribed pharmaceuticals, cannabis, and tobacco, including any form of smokeless tobacco or vaping device, while at any Association games, practices, evaluations, tournaments, team events, and meetings.

Participants are strictly prohibited from using or possessing anything designed to be used or intended to be used as a weapon for the purpose of harming, threatening, or intimidating another person while at any Association games, practices, evaluations, tournaments, team events and meetings.