

Paradise Valley



Minor Sports Association

Policies

POLICY I - CODE of ETHICS POLICY FOR ALL PVMSA MEMBERS

General

- Participation in Minor sports association events is important for a player's growth and experience. Team conduct and attitude should ensure that our association is asked to participate in these events in the future. Team conduct and attitude on and off the ice will reflect not only on the players, but on the team, coaching staff, and the PVMSA. Team conduct should always reflect respect.
- Team players, coaching staff and parents are to show respect for the host or visiting team, officials, arenas, and facilities.
- The use of profane or abusive language on or off the ice will not be condoned
- Alcohol or drug use is prohibited

Code of conduct contracts

All participants in PVMSA will be required to read and sign a fair play agreement indicating their understanding and commitment to the accepted behaviors of the association. It is expected that all codes will be signed at the first coach's team meeting. In addition to the code of conduct coaches can have players and parents sign a list of expectations, pre-approved by the executive, that will outline the coaching expectations, style, and philosophy.

Zero Tolerance statement

The PVMSA will not tolerate the abuse of officials, coaches, other players, or volunteers. The discipline committee will deal with any behaviors deemed inappropriate and abusive. The PVMSA and the PVAS will work together to ensure a zero-tolerance attitude is reinforced in our community. The PVMSA can remove individuals from our facility for behavior deemed inappropriate or abusive.

Anti-Bullying

Any member or player found to participate in bullying of any kind will face disciplinary action.

Play Smart Program

The principle phase of this program is directed at parents/ spectators. This program asks you to consider carefully your behavior at the rink and how this behavior impacts on the participants of the game. The Play Smart program is designed to promote and honor the values of fun, respect, and positive development in sports for our children.

CODE OF ETHICS SUPPLEMENT: Examples of behaviors that may warrant

Behaviors incidents that may warrant consideration for disciplinary action against members include but is not limited to the following:

1. Profanity by players, team officials, or club representatives
2. **Bullying behaviors.** The PVMSA has an Anti-Bullying stance. Any Player or Member found to be participating in bullying of any kind will face disciplinary action.

These behaviors include:

- cyberbullying by players and members (social media platforms, email, text, or otherwise)
 - unsubstantiated or false indictment of other members
 - confrontational, negative, or threatening behaviors occurring on or off the ice and beyond the confines of PVMSA environments. Those behaviors rooted in or related to PVMHA activities can be disciplined
 - blackmailing or coercive behavior toward other members
3. Penalties that are noted in the Hockey Alberta Minimum Suspension Guidelines
 4. A team who in the opinion of the President is being assessed penalties of a serious nature
 5. A team member or team follower who brings discredit to the team and the PVMSA, through violent, abusive, or gross behavior on or off the ice
 6. Use of alcohol or other illegal substances while representing PVMSA through participation in any team activities
 7. A parent or guardian who exhibits conduct unbecoming to the integrity of PVMSA
 8. Any item that violates the PVMSA Code of Conduct or an executive approved signed code of expectations set out by team officials

Two PVMSA Executive situations that may warrant disciplinary action are:

1. Any elected or appointed member of the PVMSA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the PVMSA Board of Directors or the President who by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties. See Section 8.12 of the PVMSA bylaws

POLICY II - SUPPORT OF ON ICE OFFICIALS POLICY

Duties of the hiring party

- Prior to the officiating of their first game within the PVMSA, officials must be made aware of the existence of this policy by the hiring party.
- The hiring party is responsible for putting the hired official in contact with the director for the home team that will first be officiated.

Setup duties of the director

- The director will explain the policy
- The director will request feedback from the official on the level of comfort the official has with implementing the policy
- The director will try to accommodate any minor alterations to the procedure put forward by the official if the changes increase the comfort and confidence of the on-ice official.
- The division director is responsible to greet the on-ice official prior to the game and point out to the official the score keeper (name and where they will be).
- The director should also contact the manager or acting manager of the visiting team.

Duties of the official

- Ensure that they understand the process
- At the first instance of abuse directed at the official, the official should report the abuse to the scorekeeper at the next stoppage of play.
- Ensure that a play stoppage remains in effect until a division director or other member of the board of directors for the home team has reached the scorekeeper and heard the issue
- Attempt to identify the source of the abuse
- Once the issue is heard by the director, officials can choose to allow play to resume or choose to continue the stoppage at their discretion. This is based solely on the official's comfort or belief that an appropriate response to the abuse is under way

Duties of the scorekeeper

- Be able to identify and contact a member of the board of directors immediately when requested by an official
- Support the official in all ways requested by the official in their stoppage decision

Directors duties in enacting the policy

Abuse from home Fans

- immediately find another member of the PVMSA and approach the spectator
- Point out to the spectator that we have a posted zero tolerance policy for any abuse, and explain that their behavior is disrupting the game
- At the discretion of the director the spectator can be made aware that pursuant to bylaws, 5.4, 9.2, and 9.3 the board of directors reserves the right as the renter of the facility to bar individuals from the facility. Further the director is empowered to put the barring of an individual in force immediately and unilaterally
- At the discretion of the director, a warning or full removal of the spectator can occur.
- So long as the director is present, and active in the conversation the director need not be the individual warning or barring the spectator so long as the director is in approval of the actions

taken.

Abuse from visitor Fans

- The director must make immediate contact with the manager or acting manager of the visiting team and explain an issue has occurred
- The director must point out the posted zero tolerance policy and then approach the spectator escorted by the visiting manager or their proxy
- It is advisable to have the visiting manager point out the posted policy to the offender and explain that the behavior of the offender is disrupting the game
- At the discretion of the director the spectator can be made aware that pursuant to bylaws, 5.4, 9.2, and 9.3 the board of directors reserves the right as the renter of the facility to bar individuals from the facility. Further the director is empowered to put the bearing of an individual in force immediately and unilaterally
- At the discretion of the director, a warning or full removal of the spectator can occur.
- So long as the director is present, and active in the conversation the director need not be the individual warning or barring the spectator so long as the director is in approval of the actions taken.

Duties of the Official during an incident

- Stay removed from the situation unless asked by the director for assistance
- Immediately communicate to the scorekeeper if offender has not been dealt with or there is some other misunderstanding by the director

POLICY III RELEASING PLAYERS/REGISTRATION POLICY FOR PVMSA PLAYERS-

April 19, 2018

1. Spring or pre-registration shall be held on or before May 1 to determine players numbers for teams for the next season. Volunteers interested in coaching and managing should also submit their names at this time.
2. As per Hockey Alberta Bylaw 2.7, Exception A, any player who wishes can try out for elite hockey provided they have obtained a notification of tryout.
3. At fall registration, players on all Paradise Valley Minor Sports Association (PVMSA) teams shall complete and return official registration forms set out by PVMSA, each year before October 15. PVMSA shall attempt to provide competition for players up to the age of seventeen (17), as of December 31. Players shall be grouped as per Alberta Hockey Association classifications. A "Learn to Play Hockey Program" has been introduced to accommodate players younger than the *Initiation* classification, as outlined by AAHA.
4. A minimum of ten (10) players is required for team registration within PVMSA. A maximum of nineteen (19) players will be registered as a team for all divisions except for Initiation. Which will have no maximum number of players.

III. 1. Registration Exceptions

In the event a minimum number of players, as described above, within an age division are not registered with the PVMSA at the time of spring registration, the following exceptions are available on an annual basis:

1. Registration of eight (8) or nine (9) players as a team within the appropriate age division- as per Hockey Alberta definitions, a hockey team may be **registered for league and exhibition play only** with a minimum of 8 players. This team would not participate in Hockey Alberta Minor Provincials.
 - a. Parents, coaches and managers of registered players must meet within one month of spring registration and determine if proceeding with a team of this number is feasible. Decisions to register a team must be consensus based. Executive will have final approval. Decision of whether a team will be registered will be made by September 15th.
 - b. No acceleration of players will be accepted from the division for the upcoming hockey season if it is decided that a team will be formed with 8 or 9 players.
2. If a team cannot be formed based on the criteria listed above, options of merging with other hockey associations for the affected age division, for periods of no longer than one year, will be evaluated by the executive and affected parents at a special meeting called for this purpose, and a decision to form, or not to form, a joint team will be made within two months of spring

registration for the upcoming hockey season. Joint teams will be finalized before September 15th.

3. All players who cannot be placed within an age appropriate division within PVMSA as per criteria above and are not eligible for either overage or player acceleration, will have the option of being released from PVMSA for a period of one hockey season, within one month of spring registration.
4. Acceleration of players into an age division to meet minimum registration numbers as listed above, will be considered by the executive, provided the acceleration is received by the executive.
5. If over 16 players are registered for Initiation and Novice teams a pod system can be implemented to increase the on-ice time for the players.

POLICY IV - BACKGROUND CHECK POLICY - April 2018

The PVMSA will require individuals holding positions of trust (executive, coach, on-ice official and managers) as part of the PVMSA be subject to the most current background check requirements Hockey AB has in place for on ice officials. While these checks are currently not mandated (March 2018) by Hockey AB, this is a step taken to further protect our organization and its most vulnerable members.

Background checks will be submitted directly or electronically to the current elected executive of the PVMSA (pvminorhockey@gmail.com). All checks will be treated as confidential information by the executive.

The following are a list of clarifications or changes from the current Hockey AB policy:

1. Frequency that a criminal record or child welfare screening is required: a new screening will be asked for each season (as of March 2018 Hockey AB only requires 1 over a three-year period). The date by which the screening is required by PVMSA will fall in line with Hockey AB date requirements for volunteers.
2. In addition to using the <http://www.backcheck.net>. Site (used by Hockey AB at the volunteer's cost) we will also accept background checks done directly with local RCMP detachments.
 - a. The backcheck system is in place to allow volunteers with tight schedules to easily get their check done.
 - b. The local RCMP detachments may help limit costs to volunteers.
3. Clarification on how "positive" results for child welfare or criminal offences will be handled for individuals waiting to be in positions of trust within the PVMSA.
 - Any results of a "positive" screening for criminal or child welfare offences will result in one of the following outcomes.
 - a. **NO CONVICTIONS** The individual is free to volunteer or run for election in any position of trust within the PVMSA.
 - b. **UNACCEPTABLE CONVICTIONS** A positive result for any of these convictions will immediately disqualify an individual from holding a position of trust within the PVMSA (elected, paid or volunteer). The list of unacceptable convictions will be the most up to date list currently in force with Hockey Alberta for on ice officials. (March 2018 <https://www.hockeyalberta.ca/officials/background-screenings/>)
 - c. **OTHER CONVICTIONS** If the results of the criminal and child welfare check yields a positive result for conviction of an offence other than those considered unacceptable the following steps can be followed to allow the individual to be eligible to hold a position of trust.

The individual will first be contacted directly by a member of the current executive and asked if they would like to have their name stand for the approval processes listed as (i) and (ii). It is at the discretion of the individual with the conviction that his/her name can be withdrawn without further process.

1. Committee level volunteer

An individual wanting to be elected to a committee role at the AGM must disclose any conviction to the general membership ahead of the meeting.

Failure to disclose any conviction ahead of voting will be regarded as violation of the PVMSA code of ethics and grounds for immediate dismissal.

2. Team Level Volunteer

In order for persons with a conviction (non-unacceptable type) to make themselves eligible to volunteer for a team, they must put their specific conviction type forward (convicted individuals's name can be withheld at their request) to all the parents and/or all legal guardians of children on the team they wish to volunteer for. After the entire team's parent group is informed (for prospective volunteer's team) a secret ballot will be taken. An unanimous vote by all parents/guardians, in favor of allowing an individual with the disclosed conviction to take on a position of trust, is required before any individual (with an-unacceptable type conviction) can volunteer for the team.

Failure to make the required disclosure to the team's parent group, about a conviction ahead of the season, will be regarded as a violation of the PVMSA code of ethics and grounds for immediate dismissal.

POLICY IV - CONCUSSION POLICY

PVMSA will follow the Hockey Alberta policy for Concussions.

HOCKEY ALBERTA POLICY:

As per Hockey Canada Policy if a participant is suspected of having a concussion, the following steps MUST occur:

- The participant is immediately removed from play, regardless if the concussion occurs on or off the ice and s/he is not permitted to return to play that day. If there are doubts, assume that a concussion has occurred.
- The participant is referred to a physician for diagnosis as soon as possible.
- If a participant is diagnosed with "concussion-like symptoms" or a concussion, the participant is not permitted to return to play or practice/training until all the return to play requirements are met.

Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity. A copy of this documentation is maintained as per Member/Minor Hockey Association policy and procedures.

POLICY V - ACCELERATED PLAYER MOVEMENT POLICY

All players shall remain with their respective age group team unless they are approved by the following process.

If coaches of the current season are aware that they have a participant whose development would be best suited accelerating, it is asked that the coaches provide a letter of notice to the executive signed off by the coaching staff. Ex. A current year player, 5 years old, demonstrates skills that would be best suited moving to U9 instead of playing the final year of U7, the coaches would make that recommendation to the executive to assist in any future decisions.

1. Parent submits request via registration
 - a. If possible, provide any letter(s) of recommendation from another hockey coach or organization with on ice experience (summer hockey camp or spring hockey). Contact information should be included for reference.
2. Coaches and managers from both age groups (actual age group and registered age group) are notified of the request.
3. Coaches will provide their assessment and recommendation based on what is best for the player and if the player's ability permits them to contribute to the registered team to the executive.
 - a. If coaches are unfamiliar with the players ability, the player will be given the opportunity to practice with the registered team prior to submitting assessment.
4. The case will be reviewed by the executive.
 - a. Executive makes final decisions based on previous year recommendations, current assessments from all coaches and following up on outside references considering the overall effects of the association.

If PVMSA does not have a team in the player's age level, PVMSA will accommodate the player to remain in PVMSA if desired by the player and the parent. In the event the player is a "first" year player unless recognized for exceptional ability an overage request would be made. Ex. Player is 11 years old, a request for overage status in our local U11 team would be made unless the ability of the player is more comparable to the U15 team.