

Nakusp & District Minor Hockey Association

Policy Manual

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SECTION 1 – OBJECTIVE

1.01 The Objective of the Nakusp and District Association (NDMHA), in partnership with its members, is to promote the game of hockey through skill development, quality leadership, understanding of teamwork and good sportsmanship, in an atmosphere that is fun and positive for all players. By enlisting the best volunteer-based coaches and support staff available in the Nakusp region, it is the goal of the NDMHA to foster personal excellence in each player, regardless of their skill level or gender, and to increase individual self-esteem and dignity of all participants as well as develop strong community ties and fellowship. All members of the NDMHA pledge that a "Safety First" approach will be incorporated into all aspects of the game of hockey.

SECTION 2 - ADMINISTRATIVE ORGANIZATION OF THE ASSOCIATION

2.01 Executive members shall be nominated at the Annual General Meeting (AGM) of the Association, and elected by a majority vote of Association members in good standing.

2.02 Voting Executive consists of President, Vice President, Registrar, Secretary, Treasurer, Coaching Co-ordinator, Ice Coordinator, Referee-in-Chief, and Risk Manager, Equipment Manager, Concession Orderer, Concession Money, Concession Scheduler, Concession Prep, Fundraiser, Advertising, West Kootenay Minor Hockey Association Rep

2.03 All executive positions are a one (1) year tem

2.04 Vacancies of executive positions, for any reason during the current year, may be filled by a majority vote of the Executive and the person so chosen will serve for the remainder of the year.

2.05 The Executive shall have control and management of the day to day business and affairs of the NDMHA and has the authority to create committees for the furtherance of NDMHA matters.

2.06The NDMHA Executive will conduct the selection process for all team division head coaches and managers. Assistant Coaches, and Trainers will be chosen by the team head coach and must be approved by the executive.

2.07 Team Jobs Consist of Tournament Coordinator, Concession Phoning parent, 50/50 parent and Meat Draw parents, it will up to the Manager to appoint these parent volunteers

SECTION 3 – DUTIES AND RESPONSIBILITIES

3.01 Duties and Responsibilities of the President

- sign as a signing officer for the NDMHA,
- preside at all meetings as Chairperson,
- exercise the powers of the Executive in cases of emergency and will be responsible to the Executive for his or her actions that are taken of their behalf,
- suspend teams or players, subject to ratification at the next meeting of the Executive,
- ensures that a minimum of one Executive member sits on all committees,
- and any other duties that the Executive of the NDMHA so direct.

3.02 Duties and Responsibilities of the Vice President

- have and exercise all of the powers of the President in the event that the President is unable to perform his or her duties,
- at all times be a voting member of all committees,
- be one of the signing officers of the NDMHA,
- at the request of the Executive, attend public meetings of the Village of Nakusp, that have agenda items that may impact on the NDMHA, such as, but not limited to, facilities or volunteers.

3.03 Duties and Responsibilities of the Registrar

- be responsible for all player registration requirements of the NDMHA, BCAHA and WKAHA,
- be responsible for player registration, transfers and team registration on the hockey Canada registry on behalf of NDMHA,
- maintain accurate and current records of all players and teams of the NDMHA,
- be one of the signing officers of the NDMHA,

3.04 Duties and Responsibilities of the Secretary

- notify the Executive of meeting and prepare the agenda for meetings,
- keep an accurate record of the proceedings of meetings and publish the minutes,
- publish a notice of the Annual General Meeting two weeks prior to it,
- advise the Executive of all protests, grievances or disputes that he or she may receive,
- perform other duties that the Executive shall assign for the welfare of the NDMHA,
- maintain an archive of past NDMHA records at a secure location,
- Obtain a copy of the contract with the village of Nakusp each year.

3.05 Duties and Responsibilities of the Treasurer

- keep an accurate and current record of all funds received and disbursed,
- conduct his or her responsibilities as per the duties and responsibilities as outlined in the financial governing documents, titled "Finance".
- Where there is no Fundraising co-ordinator the Treasurer is responsible to applying for a 50 50 gaming Licence for the year
- Provide monthly financial statements for monthly meetings

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3.06 Duties and Responsibilities of the Coaching Co-ordinator

- Chose Head Coaches of teams and seek executive approval prior to the start of hockey season
- Arrange required clinics for coaches
- Deal with any complaints regarding coaches
- Assess players

3.07 Duties and Responsibilities of the Ice Coordinator

- Maintain a balanced and fair ice schedule for teams and sanctioned events of the NDMHA,
- responsible for the master ice schedule, annual meeting with Arena Manager to verify weekly practice times, tournament dates, etc.
- responsible for the annual master schedule documentation and organizing representatives from each team to attend the WK league scheduling meetings.
- ensure that the schedule is always current and posted at the Nakusp and District Sports Complex,
- contact the Referee in Chief, timekeeper, and all executive members via email as needed to ensure current scheduling of upcoming weekend games,

3.08 Duties and Responsibilities of the Referee-in-Chief & Referee-in-Chief Scheduler

- Arrange annual Referee Clinic in Nakusp
- Arrange on ice officials for all games and tournament

3.09 Duties and Responsibilities of the Equipment Manager

- Make sure managers return all equipment at end of season
- Make sure all equipment is ready for a new season
- To keep an update list of all equipment owned by NDMHA

3.10 Duties and Responsibilities of the Concession Orderer

- Make sure all equipment is ready for a new season
- Insure concession is stocked throughout the year for upcoming events

3.11 Duties and Responsibilities of the Concession Money

- Make sure a float is provided for every day the concession is open
- To make deposits of concession funds

3.12 Duties and Responsibilities of the Concession Scheduler

- Ensure a concession schedule is posted for all games
- Ensure hours completed list for each player is posted once a month

3.13 Duties and Responsibilities of the Concession Prep

- Make sure all prep has been done for the concession to be open for the next game
- Order buns/stock

3.14 Duties and Responsibilities of the Fundraiser

- Make sure all teams are hosting a tournament
- Coordinate Meat Draw dates and times between Legion and Team Managers
- Apply for an annual gaming licence for 50/50 at home games, and insure tournament coordinators have required gaming licences.

3.15 Duties and Responsibilities of the Advertising

- Make sure all home games and tournaments are listed in the Arrow Lakes News

3.16 Duties and Responsibilities of the West Kootenay Minor Hockey Association Rep

- Take a position on the West Kootenay Minor Hockey executive as required by West Kootenay Minor Hockey. Attend West Kootenay monthly meetings or make sure a representative from the association is in attendance.

3.17 Duties and Responsibilities of the Team Managers

- Attend West Kootenay League Scheduling for the team
- Schedule and organize out of town tournament attendance for the team.
- Act as communication between the NDMHA and the team.
- Ensure that the necessary equipment and uniforms are cared for and available for all practices and games (may be delegated to a parent(s)).
- Ensure that all equipment and uniforms are turned in at the end of the season.
- As a team official, oversee the conduct and behaviour of all team participants and report any problems or concerns to the NDMHA President
- Keep a file for all game sheets and any other documentation with respect to player, such as medical notes and sheets, suspension notices, etc.
- Send game sheets to Governors and Statisticians of all home games and out of District Tournaments
- Accurately fill out all game sheets and deliver them to the referee before each game.
- Keep accurate financial records of team funds, revenues and disbursements

- Ensure that each “Player Family” and player receive a practice and game schedule well in advance of both events.
- Insure someone to work score clock and score sheet for all home games

3.18 Duties and Responsibilities of the Team Head Coach

- Ensuring that all equipment worn by players is CSA approved and also providing parents with advice in regards to preparing or purchasing equipment.
- Ensuring appropriate behaviour and conduct in the dressing room by all players.
- Ensuring dressing room is left in same condition as found on arrival.

3.19 Duties and Responsibilities of the Team Trainer

- Ensuring that all equipment worn by players is CSA approved and also providing parents with advice in regards to preparing or purchasing equipment.
- Maintaining an accurate file on the Medical History of all players and keeping the file up-to-date. Ensure that the Team Manager, or Team Trainer if so delegated, has this file at all games.
- Ensure that there is a fully equipped First Aid Kit at all team activities and that, in the event of a player being transported to the hospital, that a current copy of the medical history files goes with that player.
- Keep a phone directory of all required emergency phone numbers for both the Village of Nakusp and area and for communities that the team will travel to.
- Ensure that a doctor’s note has been received prior to a player returning to practice or a game after an injury, that required a doctor’s attendance. Please refer to Trainers Manual for more information
- Ensure that life-threatening or significant injuries are dealt with in the first instance by medical professionals including transport from ice surface by ambulance, when necessary.
- To aid parents/guardians and layers who may have little or no knowledge of the community, keep a contact list at all home games of local medical professionals, including physiotherapists, sport injury professionals, Nakusp Hospital emergency room, dentist(s), two or three physicians, and offer this information to visiting team officials as well.
- Promote a healthy life style through setting of an example in your own life and in being such a role model, assist young participants in areas such as personal hygiene, hydration requirements, proper nutrition, and educate participants on the use of performance-enhancing substances as well as drug and alcohol abuse.

3.20 Duties and Responsibilities of the Tournament Coordinator

- Ensure tournament dates have been approved by the executive
- Ensure tournament has been listed on the BCH website
- Ensure and secure outside teams
- Schedule games for tournament and submit schedule to Ice Scheduler for approval
- Ensure sanction number is posted on all schedules
- To ensure a raffle table fundraiser to set for the tournament, gaming licence for raffle table
- Schedule Parent Volunteer jobs during tournament

3.21 Duties and Responsibilities of the 50/50 Team Ticket Organizer

- To make sure that every home game in your division has a 50/50 draw

3.22 Duties and Responsibilities of the Meat Draw Team Parent

- Two parents from each team to attend the scheduled meat draw at the legion

3.23 Duties and Responsibilities of the Concession Team phoning Parent

- To make sure all concession schedules are full prior to each weekend for teams scheduled month

SECTION 4 – FINANCE

4.01 Any person required to attend a WK Meeting, and WK Scheduling will be paid \$ 100.00 for travel to attend.

4.02 NDMHA will pay for all necessary coach clinic registration costs (ie: Respect in Sport, Trainer Course, Hybrid, Development One) Receipts must be submitted to Treasurer for reimbursement.

4.03 NDMHA will pay \$ 100.00 flat rate for mileage, carpooling is recommended.

4.04 The Treasurer shall be responsible for the collection of revenues and the payment of invoices and all other financial matters of the NDMHA and is also accountable to the Executive and to the membership of the NDMHA. The financial matters of the NDMHA shall be subject to the other policies, procedures and directives of the NDMHA governing documents.

4.05 The Treasurer is responsible for paying West Kootenay Minor Hockey Association Fees prior to the October WK monthly meeting each year

4.06 The Treasurer is responsible for collecting money and reports from home tournament coordinators

4.07 After a successful home tournament NDMHA will pay for one out of tournament for the team – by written request of the team manager. Tournament must have net proceeds equal to or greater than the out of town tournament cost.

SECTION 5 - TEAM FINACIAL REPORTING

NDMHA, a non-profit organization under the British Columbia Societies Act, is staffed by volunteers.

Where teams have their own funds and or bank accounts the following apply:

5.01 The team parent or team manager in their respective divisions will be responsible upon request to provide parents and the Association Executive a Financial Report.

5.02 Bank accounts should be used for team, committee and other Association funds and these accounts should have monthly statements provided. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held In Trust for the Association Executive by a team, committee or event treasurer. These documents should be kept safely and be made available upon request by Association President, Treasurer or Manager.

5.03 Accounts should be opened "In Trust" or in the name of the team, committee, or event etc. with cheques signed by two adults, one of whom must be the Team Manager or Coach.

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5.04 All cash transaction should be evidenced by a receipt in writing.

SECTION 6 – MEMBERSHIP

6.01 The parents or guardians of children under the age of eighteen (18) years, regardless of gender, may be permitted to register as a member of the NDMHA.

SECTION 7 - PLAYER REGISTRATION

7.01 Registration forms shall be available on the Nakusp Minor Hockey website prior to early registration for the new hockey season.

7.02 Executive will set registration dates and prices prior to early registration and after AGM

7.03 No player may participate in Association activities unless he/she is properly registered on the HCR (Hockey Canada Registry)

7.04 No player will be considered part of a team when Executive is making decisions on what teams they will declare for the upcoming season unless the players are properly registered

7.05 A player is considered properly registered when:

- A completed registration form has been filed with the Registrar of the Association
- A completed player medical form has been filed with the Registrar of the Association
- Registration Fees have been collected (posted date cheques – per the registration form are acceptable)
- Concession Deposit fees have been collected
- Jersey Deposit fees have been collected

7.06 Any player who has not paid registration fees as of the start of the West Kootenay scheduled league games shall not be permitted to participate in any NDMHA activities until all fees are paid in full or arrangements have been made with the Registrar and Treasurer.

7.07 Players applying for Kidsport can wait until November 30, for Kidsport funds to arrive. If no money has been received by Kidsport by November 30, funds are to be paid to registrar immediately, more time can be granted at the discretion of the executive.

7.08 Any refunds will be at the discretion of the NDMHA executive

SECTION 8 – PLAYER RELEASE & TRANSFERS

8.01 The process for a player release, under normal conditions, will be as per the most current regulations of British Columbia Amateur Hockey Association (BCAHA), as may be amended from time to time.

8.02 Any player wishing to ask for a Rep try out in an adjacent association, due to no team in category in NDMHA must ask for NDMHA voting executive approval prior to tryout.

8.03 Any player wishing to ask to play House (Recreational) Hockey with an adjacent association due to no team in category must ask for NDMHA voting executive approval.

8.04 At no time is a parent to approach an adjacent association for permission for try-out without written consent from the President

8.05 At no time is a parent to approach an adjacent association for permission to play on a house team without written consent from the President.

8.06 The Nakusp and District Minor Hockey Association (NDMHA) Registrar shall have the authority to release or transfer players by way of the HCR (Hockey Canada Registry) for only those who have been approved by NDMHA voting executive.

8.07 In rendering a decision whether or not to release a player, consideration should only be given to the circumstances of the player. Parental whims should be of no consideration to the NDMHA or the BCAHA in deciding to release or not. The only exception would be in the case of parents who are troublesome on a continual basis. This option may be preferable rather than suspending membership or not registering the player for a new season because of the behaviour of parents. The NDMHA may release a player in order to afford the player the opportunity for further hockey development not available within NDHMA.

SECTION 9 – FUNDRAISING (CONCESSION)

The Concession at the arena is run by Nakusp & District Minor Hockey – 100% of proceeds is used by Nakusp & District Minor Hockey

9.01 Families registered to NDMHA are to complete 20 concession hours per year per player to a maximum of 30 concession hours per family.

9.02 Concession hours can be hired out – a list of those authorized to be hired will be posted by the executive on the bulletin board outside the concession. It is the parents responsibility to hire these hours out.

9.03 Hired concession hours must be paid \$ 10.00 hour

9.04 For the purpose of training 12 and 13 year olds can work in the concession with their parent or guardian. Parents are requested not to encourage their children 14 years old and over to work in the concession unless they are confident of their child's abilities. Only one person under 18 per shift unless permission is granted by the Concession Scheduler

9.05 Families who do not complete the required concession hours will be charged \$ 12.00 hour for hours not completed.

9.06 A concession deposit of \$ 240.00 (one player) or \$ 360.00 (per family) as per shown on the registration form.

9.07 Volunteer jobs earning 10 concession hours consist of President, Vice President, Registrar, Secretary, Treasurer, Referee n Chief, Concession Money, Concession

Scheduler, Concession – Prep, Concession Orderer, Team Head Coach, and Team manager

9.08 Volunteer jobs earning 5 concession hours consist of Fundraiser, Equipment Manager, Risk manager, Advertising, Team Assistant Coach, Trainer, Team Tournament Organizer, Coaching Co-ordinator, and Ice manager

9.09 Volunteer jobs earning 2 concession hours consist of Team 50/50 Parent, team meat draw parent, team phoning parent,

9.10 Hours listed in 9.07, 9.08, and 9.09 are non transferrable to other families

SECTION 10 – FUNDRAISING (HOME TOURNAMENTS)

10.01 All divisions are responsible for hosting a home tournament each hockey season.

10.02 All tournament arrangements must be in accordance with all NDMHA, WKMHA, and BCHA rules and regulations.

10.03 Tournament Date must be approved by NDMHA executive prior to listing on BC Hockey website

10.04 Tournament must be listed on the BC Hockey Website

10.05 All funds are to be submitted to NDMHA Treasurer one week after tournament

10.06 Tournament Financial report and all receipts are to be submitted to NDMHA Treasurer one week after tournament.

10.07 NDMHA teams will enter their respective home tournament at no charge.

10.08 Each respective tournament is responsible for applying for a Gaming License in order to have a Raffle Table. A copy of the Gaming License will be supplied to the NDMHA Treasurer. All Gaming Revenue will be used in full towards the eligible operational costs of each respective tournament; a copy of the Gaming Summary Report will be supplied to the NDMHA Executive reflecting this at the conclusion of the tournament.

SECTION 11 – DIVISION STRUCTURE

NDMHA is responsible to and receives its mandate from the West Kootenay Minor Hockey Association, which in turn receives its authority from the Canadian Hockey Association through BCAHA.

11.01 All players will be placed on teams by NDMHA voting executive based on player's age, playing skill and experience.

11.02 Any player wishing to play in a division outside their age must request this by way of letter to the NDMHA Voting Executive

11.03 Age "Divisions" within Minor Hockey are set as follows: (Age is set at the player's age as of midnight December 31st of the start of the current hockey season)

Junior Novice – 4,5 and 6 year olds

Senior Novice – 7 and 8 year olds

Initiation – all players aged 8 years and below when NDMHA player registrations cannot declare a team in both junior and senior novice.

Atom - 9 and 10

Pee Wee - 11 and 12

Bantam - 13 and 14

Midget - 15, 16 and 17

Numbers providing, Junior Novice is 4, 5 and 6 year olds and senior novice is 7 and 8 year olds – when there are not enough players to make a team in both Junior and Senior Novice the players will be placed on one team called Initiation.

11.04 Players may be moved to a different level as numbers, skill and previous experience will all be factored into a player's placement. At no time will 'lobbying to move up' be accepted. Should a parent or player disagree with their placement, a formal request may be made in writing to the Executive to have their child re-evaluated or for an explanation of player placement.

11.05 Declared teams each year will be an executive decision prior to West Kootenay league scheduling.

11.06 Recreational teams will be declared first

11.07 Rep Teams – when a division would like to declare a rep team it will be up to the parents to send written request to executive.

SECTION 12 - PROGRAM GUIDELINES

12.01 Initiation, Junior Novice and Senior Novice

These programs are designed for beginners ranging in age primarily from 4 to 8 years of age as players progress at different rates. The emphasis is on enjoyment and skill

acquisition. The objectives are to have fun, interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, allow players equal ice time, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative, and prepare players for further participation.

At all times the fair play codes will be in effect.

Normally players will move up to the next progressive level if they have obtained the skill to develop at that level. Exceptions may only be made by the NDMHA Voting Executive.

All moves up or down, between Atom and Initiation/Novice program will be discussed amongst, Coaching Coordinator, Team coaches, then approved by the Executive, and then discussed with parents.

The Team Manager will coordinate all the games against out of town teams.

12.02 Atoms to Midget Recreation and Rep Programs

Nakusp Minor Hockey will first look at declaring Recreation House Teams. Rep Teams can be formed at the request of parents. Rep Teams can be formed by a majority vote of the parents involved in that division.

This program is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, sportsmanship and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, deemphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and give alternative types of hockey.

12.03 Affiliate Players

All requests for APs are to go through the coaching coordinator, and head coaches of the team, then approved by the NDMHA Voting Executive. At no time is the affected player or player's parent(s) to be notified of the AP opportunity until it has been cleared by both coaches and approved by NDMHA Voting Executive.

After it is clear that there are no schedule conflicts, then the parents will be approached. First priority for releasing players is their own house schedule. Players own team commitments come before playing as an AP for another team.

Players can only be brought up if the requesting team's numbers fall below West Kootenay Minor Hockey Minimum.

12.05 Player Movement for Practices

NDMHA supports player development and will encourage the opportunity for those players who are able to practice at a higher level when the opportunity arises. As long as it doesn't negatively impact the players team, as well it is not recommended that players "over practice" which could result in a risk management issue.

If a player practices with another team more than three times in one month then additional fees may be applied, at the discretion of the executive.

SECTION 13 – EQUIPMENT

13.01 A sweater/ jersey deposit per player is to be submitted to the Association at the time of Registration and will be required before sweaters/jerseys are provided to the player. The deposit is to be submitted in the form of a cheque post-dated to April 15th of the following year. Once the sweaters/jerseys have been returned following the conclusion of the season, the cheques will be destroyed by the NDMHA registrar.

13.02 NDMHA will attempt to provide goal tender gear for all players upon request. The Equipment Manager will allow equipment to be signed out to the parent of a goaltender. Can be signed out with the Equipment Manager. A post - dated cheque must be received by equipment manager prior to use of the equipment.

13.03 NDMHA used equipment is available for all NDMHA players and can be signed out with the Equipment Manager

13.04 Referee Equipment is provided and to be stored in the Referee Room.

SECTION 14 – PLAYER & TEAM CONDUCT

14.01 No cell phones or recording devises in dressing rooms

14.02 Hand in your game jersey to Coach or manager after each game

14.03 No drinking, smoking or chewing tobacco during any NDMHA function

14.04 Coaches must wear nice Jackets, shirt and tie, dress pants (Dark and or nice jeans are acceptable) and appropriate foot wear.

14.05 Players to arrive in either; track suit or dress pants, shirt and tie

14.06 Players must have home and away team socks and wear appropriately at each game

14.08 No music is to be played with swearing, in dressing rooms or during games

SECTION 15 – INJURY TO PLAYERS

15.01 Any player who receives an injury that requires the attendance of a physician shall provide the Team Manager a letter from the attending physician that specifically states the player's ability to safely return to the active list of a team before the player returns to active play. No player will be allowed to play in any game, or participate in any practice while under restriction by a physician.

15.02 Parents or Guardians will report all physician restrictions to the team officials. During active play, if players must be seen by a physician for any of the following injuries:

- Concussions

Back injuries

- Neck injuries

- Any loss of consciousness

- Any laceration that exceeds 2.5cm in length or of a tearing nature that would require stitches (no Doctor's note required).

- Any other injury such as severe groin pulls, shoulder separations, knee strains, fractures, etc. that does not allow the player to play for regular shifts.

15.03 Under no circumstances will any Coach, player or parent deviate from 15.02. Violations of this section will result in a suspension.

Note: It is recognized that throughout the normal course of play that players may not be able to return for their next shift after having been temporarily incapacitated due to being hit by a puck or slashed or winded from a collision. This rule is not intended to restrict the playing of players for every minor incident; however, the team officials should closely investigate each major complaint in order to avoid any further injury

SECTION 16 – DISCIPLINE POLICY

The goal of the NDMHA is to provide a positive hockey experience for all players, parents, coaches and all on and off-ice officials. It is the hope of the NDMHA to achieve this goal through emphasis on fun, sportsmanship, self-respect and mutual respect.

16.01 Any display of poor sportsmanship, disrespect or inappropriate behaviour shall be dealt with in the following manner:

First Offence will result in a verbal warning from executive

Second Offence will result in a seven (7) day suspension from all NDMHA activities, a written report to the NDMHA by the team official, and a letter forwarded by Nakusp Executive to the parent/guardian of the player.

Third Offence will result in a suspension from the team and the NDMHA for the remainder of the season, all suspensions will be reviewed by the NDMHA Executive before registration to determine the status and or acceptance of those players for the new season

16.02 All disciplinary actions, if necessary, shall be subject to the appeal following the appeal procedure guidelines set forth in the BCAHA Guide to Administration handbook

SECTION 17 – HARASSEMENT POLICY

As hockey administrators, we are all aware of the fact that each of us involved in the game has a duty to protect our most precious resources – our young athletes and young on-ice officials playing and officiating at the ice level. Equally, we have a duty to each other as adult volunteers, parents and spectators to behave in a respectful and courteous way toward one another at all times.

17.01 The following will be the course of action to follow should any incidents covered under the descriptions or harassment and abuse occur within the confines of their authority:

- **CHA/BCAHA Playing Rules** – Local Association/BCAHA
- **Harassment and Verbal Abuse** – Local Association/District Association/BCAHA Harassment Advisor
- **Hazing** – BCAHA Harassment Advisor/Officer
- **Neglect** – Local Police/Child Protection Agency
- **Physical Abuse** – Local Police/Child Protection Agency
- **Sexual Abuse** – Local Police/Child Protection Agency
- **Chronic Emotional Abuse** – Local Police/Child Protection Agency

In the case of neglect or physical abuse by an Association Member, the local police or child protection agency may opt to turn the matter back to the Association or the British Columbia Amateur Hockey Association (BCAHA) for appropriate action.

It is expected that every member will take action to prevent any type of harassment and/or abuse within the confines of this organization.

17.02 ABUSE

- **Policy on Abuse:** It is the policy of the Nakusp and District Minor Hockey Association (NDMHA) that there shall be no abuse or neglect, whether physical, emotional or sexual, of any participants in any of its programs. The NDMHA expects every parent, volunteer and executive member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.
- **Definitions:** Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within in BC, a person is considered a child up to the age of nineteen years of age.
- **Emotional Abuse:** Emotional abuse is a chronic attack on the child's self esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.
- **Physical Abuse:** Physical abuse is when a person in a position of power or trust purposely injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, and hazing.
- **Neglect:** Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.
- **Sexual Abuse:** Sexual abuse is when an older child, adolescent or adult for his or her own sexual stimulation or gratification, uses a young person. There are two categories: contact and non-contact.

17.03 HARASSMENT

- ***Policy on Harassment:*** It is the policy of the NDMHA that harassment in all its forms will not be tolerated during the course of any BCAHA and NDMHA activity or program. Accordingly, all NDMHA personnel (executive, volunteers, team and on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment, and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.
- ***Definition:*** Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislations, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g. player to player in the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to player, sports administrator or employee).
- ***Response and Remedies:*** Harassment of all kinds has been tolerated for too long in hockey, being tactfully accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of the NDMHA that harassment cannot be tolerated any longer. Harassment is unacceptable and harmful. The NDMHA recognizes the serious impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and, in some cases, personal safety.
- At the same time, the NDMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

17.04 DUTY TO REPORT: Those involved with the NDMHA in providing hockey opportunities for participants understand and agree that abuse or neglect may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an

offense and thereby failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

17.05 DISCIPLINARY ACTIONS for Harassment:

- Anyone making a complaint, which is found to be clearly unfounded, false, malicious or frivolous, will be subject to discipline.
- The NDMHA will impose the use of the already instated discipline policy towards minor incidents of harassment or abuse regarding members. For major incidents, the NDMHA will follow the outlines set up by the BCAHA.
- Regarding on-ice officials and the verbal and sometimes physical harassment ensued upon them; the NDMHA will ensure that the playing rules are strictly adhered to regarding "zero tolerance of abuse and harassment".
- At all games, there will be a senior referee or an appointed adult to make sure that our young officials are not offended and it will be the duty of the senior referee or appointed adult to make calls regarding any inappropriate behaviour towards the on-ice officials if they have not done so already. In the event that abuse and harassment is coming from the stands, it is the responsibility of all members of the NDMHA to confront the individual(s) and ask them to refrain from any badgering of the on-ice officials. There will first be a verbal warning and the second motion will be the expulsion from the playing area. If behaviour is not corrected, the offending person(s) will be asked to leave the building. If the person(s) do not comply, the local police will be called.

SECTION 18 – APPEAL PROCEDURE

18.02 Complaints from members of the NDMHA are to be dealt with as quickly as possible, and are subject to the guidelines of reporting, investigation, disclosure of information, confidentiality and neutrality as set out in this and other chapters of this manual.

18.03 The following paragraphs set out some basic principles that the NDMHA believe will advance the principles of procedural fairness:

- ***Disclosure***: The person(s) who is the object of a complaint of misconduct has the right to know that a complaint has been made against them, and what the complaint is about. This is necessary so that they may respond to the allegations.

In cases where the nature of the complaint is such that the person receiving it must forward it to law enforcement or child care services, the matter of disclosure will rest with that outside agency (e.g. sexual abuse, criminal offense complaints).

- ***Confidentiality***: The NDMHA recognizes that it is extremely difficult to maintain total confidentiality, even in matters of sensitivity. Therefore, no person should be lead to believe that the information that they supply will be kept in strict confidence. It is NDMHA policy that all parties should be advised that complaints and the substance of them will be dealt with discreetly, professionally and expediently and that effort will be made to maintain confidentiality but it cannot be guaranteed.

18.04 FACT FINDING PROCESS (INVESTIGATIONS)

The NDMHA believes in its responsibility to the membership to conduct all complaint matters in a spirit of fairness. To this end, the NDMHA will make every effort and will take into consideration the duty of organizations to act within the laws of "procedural fairness" in the handling and resolution of complaints. The NDMHA complaints process will follow three basic rules:

- i. Authority to make decisions will be properly vested in the decision makers(s).
- ii. The decision maker(s) will give all complainants the opportunity to present their case.
- iii. The decision maker(s) will listen to both sides and will be unbiased in reaching a decision, or will disqualify himself/herself if this principle cannot be met.

The following steps will, for the most part, define the fact finding or investigative approach to complaint handling for the NDMHA:

Step 1: Receipt of a complaint by fax, courier, email, mail or hand-delivered. Many complainants will attempt to lodge a complaint over the telephone, and this will not be permitted.

Step 3: The executive will determine immediately if the complaint is one that can be dealt with within the process or does it require immediate reporting to an outside agency. If reports are required to an outside agency, the executive will do so and notify the President of the NDMHA, in writing. No further action will be taken if the matter is referred outside the NDMHA, other than to provide assistance as and when required.

Step 5: The decision will be documented in writing and will be addressed to all parties concerned. All written decisions are to include in the last paragraph a statement which advises the affected parties that they may appeal the decision.

Note 2: Parties who wish to appeal a decision should be advised of the cost of lodging an appeal and the reasons why a cost has been assigned. A full explanation can be found under the Code of Conduct.

18.05 APPEALS

All decisions by NDMHA are final. Any appeals to NDMHA should be addressed to WKMHA & BCAHA.