

AYR



Ayr Minor Hockey Association

**RULES
AND
REGULATIONS**

INDEX

Section	Page
A.M.H.A. MISSION STATEMENT, AIMS AND OBJECTIVES, MOTTO.....	3
1. AGES OF PLAYERS.....	4
2. PROTESTS/APPEALS.....	4
3. BOARD.....	4
4. DUTIES OF TEAM COACHES AND MANAGERS.....	5
5. COMMUNICATIONS AND CORRESPONDENCE.....	10
6. REPRESENTATIVE AND LOCAL LEAGUE COACH SELECTION.....	11
7. MISCELLANEOUS.....	11
8. TEAM FINANCES.....	11
9. TEAM FUND-RAISING ACTIVITIES.....	12
10. A.M.H.A. LOGO AND MERCHANDISE.....	12
11. EXHIBITION GAMES AND TOURNAMENTS.....	12
12. PLAYER AND COACH SIGNING.....	13
13. TEAM EQUIPMENT AND GAME SWEATERS.....	13
14. OFF ICE DRESS CODE.....	14
15. ADDITIONAL ICE TIME.....	14
16. C.H.A. PLAYER REGISTRATION CERTIFICATES.....	15
17. REGISTRATION FEES.....	15
18. REFUNDS.....	15
19. TEAM MANAGEMENT & QUALIFICATIONS.....	16
20. ICE TIME FOR PLAYERS.....	16
21. DISCIPLINE & DISCIPLINE COMMITTEE.....	17
22. SUSPENSION BY THE AYR MINOR HOCKEY ASSOCIATION.....	18
23. CODE OF CONDUCT.....	19
24. ABUSE.....	21
25. HARASSMENT.....	24
26. PROCEDURES FOR RECEIVING A COMPLAINT OF HARASSMENT / ABUSE.....	28
27. HARASSMENT & ABUSE FACT FINDING COMMITTEE.....	31
28. HARASSMENT & ABUSE COMPLAINT PROCEDURE.....	33
29. APPEAL PROCESS.....	34
Schedule A PAST PRESIDENT.....	36
Schedule B LIFE MEMBERS.....	36
Schedule C FIVE YEAR AWARD.....	36
Schedule D COACH OF THE YEAR AWARD.....	36
Schedule E CHAMPIONSHIP BANNERS.....	36
Schedule F FEE SCHEDULE.....	37
Schedule G INCORPORATION LEGAL REPORTING REQUIREMENTS.....	37
Schedule H <i>HEAD COACH APPLICATION</i> (Not developed).....	37
Schedule I COACH JOB DESCRIPTION AND EVALUATION.....	38

A.M.H.A.
MISSION STATEMENT

We are dedicated to providing the youth of Ayr a fun, rewarding and positive environment to play amateur hockey.

AIMS AND OBJECTIVES

To provide the maximum opportunity for youth to participate in amateur hockey with regard to the resources available.

To develop and encourage good sportsmanship and fair play between all participants.

To work for the betterment of the players physical, mental and social well being.

To adhere to the C.H.A. / O.H.F. / A.M.H.A. Harassment and abuse policy.

MOTTO

Hometown Proud!!!

RULES & REGULATIONS

1. AGES OF PLAYERS

- 1.1 As specified by our affiliated Hockey Associations (O.M.H.A. / O.H.F. / C.H.A.).

2. PROTESTS AND APPEALS

- 2.1 A team wishing to protest a game situation must make application to the Vice President of Hockey within 24 hours of the game using the following procedure:
- 1) The protest is to be made in writing, together with a summary of any evidence to be submitted.
 - 2) A list of any witnesses to be called.
 - 3) A cheque made out to the A.M.H.A. for \$50.00 must accompany the protest.
 - 4) The protest paper work along with the cheque must be submitted to the Vice President - Hockey.
 - 5) Any further costs incurred in the appeal shall be the responsibility of the Coach of the team(s) involved.
- 2.2 The Vice President of Hockey will have the final decision on whether or not the protest will go forward to the O.M.H.A.
- 2.3 Any player or team official who feels aggrieved with regards to his or her status with the Association may appeal his or her situation to the A.M.H.A. Executive or designated Special Committee. Such application must be accompanied by a non-refundable appeal fee of \$100.00.
- 2.4 Any player or team official who wants to appeal a decision of the Vice President - Hockey or the Discipline Committee must do so within 48 hours following this procedure:
- 1) The appeal must be made in writing, indicating the reason for the appeal, with a summary of any evidence to be submitted.
 - 2) A list of any witnesses to be called.
 - 3) A certified cheque or money order made out to the A.M.H.A.. for the prescribed fee must accompany the appeal.
- 2.5 No appeals will be heard for any suspension given under the O.H.F. minimum suspension list or any A.M.H.A. suspension issued by the Vice President of Hockey or the Discipline Committee of a suspension of six games or less.

3. BOARD

- 3.1 The Board is made up of:

<p><u>OFFICERS</u> President VP Hockey VP Admin. Treasurer Secretary</p>	<p><u>DIRECTORS</u> Rep. Convenor LL. Convenor Player Development/I.P. Equipment Manager Fundraising Registrar Ice Scheduler</p>	<p><u>Ex Officio Directors</u> Past President H & A Contact Ref.-in-Chief</p>
--	--	---

4. DUTIES OF TEAM COACHES AND MANAGERS

4.1 TEAM HEAD COACH - Job Description

- Oversee and be responsible for all aspects of the day-to-day operation of your team to ensure the objectives and the Mission statement of the Ayr Minor Hockey Association are met.
- Be a spokesperson for the team and represent the team at all meetings and functions. Review and follow the requirements of the Ayr Minor Hockey Association Rules & Regulations including the Harassment and Abuse Policies and Procedures.

This Position will require a Police Records Check and be subject to a performance review.

- This position requires you to comply with all O.M.H.A./O.H.F./C.H.A. & A.M.H.A. rules & regulations.
- This position requires you appoint a team manager and informing the Convenor of your respective division of your choice. This position requires you to develop and maintain an awareness of good conduct from yourself and the team in competition and at practices.
- This position requires you instill in your players good sportsmanship and to teach them hockey skills.
- This position requires you to adhere to a policy of equitable ice time for all players, except where disciplinary action is being applied as outlined in section 20.

This position requires that you ensure that your players are always supervised by an adult when in the dressing room using the two deep method of supervision.

AS A LEADER, YOU ARE EXPECTED TO:

- Establish seasonal goals and objectives
- Use a democratic coaching style
- Provide an appropriate role model from whom your players can learn
- Develop leadership abilities in your athletes
- Establish a positive respectful relationship with the referees
- Meet with parents on a regular basis
- Demonstrate a sincere interest in helping athletes to maximize their potential
- Provide a safe and fun environment so that our athletes can enjoy their hockey
- Lead by example.

AS A TEACHER, YOU ARE EXPECTED TO:

- Teach the necessary hockey skills for the age group – develop a seasonal plan
- Teach skills using proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn (patience and perseverance)
- Teach more than just hockey skills.

AS AN ORGANIZER, YOU ARE EXPECTED TO:

- Plan effective practices
- Select support staff that will provide maximum benefit to yourself and your players
- Seek assistance of the parents of your players in running activities of your program
- Hold regular Parent and Player meetings
- Attend all A.M.H.A. meetings as directed
- Keep the A.M.H.A. convenor of your respective division apprised of all team activities
- Ensure the A.M.H.A. convenor of your respective division is copied on all team correspondence
- File an end of Season Report with the A.M.H.A. Vice President - Hockey

AS A RISK MANAGEMENT PARTICIPANT, YOU ARE EXPECTED TO:

- Have and Review safety action plan with your team trainer
- Ensure that all ice activities in practice have proper supervision
- Review all billeting and travel plans for the team to ensure safety
- Report any arena deficiencies to the A.M.H.A. Director of Equipment.

- Review player equipment on a regular basis for defects
- Monitor rehabilitation of injured athletes and medical clearance to return to play
- Report any player abuse or harassment to the A.M.H.A. Harassment and Abuse Contact.

4.2 TEAM MANAGER

- Oversee and be responsible for the following aspects of the day-to-day operation of your team.
- Assist the coaching staff to ensure the objectives and the Mission statement of the Ayr Minor Hockey Association are met.
- Be a spokesperson for the team and represent the team at all parent meetings and functions.
- Review and follow the requirements of the Ayr Minor Hockey Association Rules & Regulations including the Harassment and Abuse Policies and Procedures.
- Be the liaison between the head coach and the parents.

This Position will require a Police Records Check and be subject to a performance review.

- Shall ensure that all team communications and correspondence are complied with, as outlined in section 5 of the rules & regulations.
- Shall ensure that section 13 of the rules & regulations are adhered to.
- Shall see that team members are properly dressed as per sections 13 & 14 rules & regulations.
- Shall see that the team's dressing room is locked during all games and practices.

AS THE TEAM MANAGER, YOU ARE EXPECTED TO ASSIST THE HEAD COACH:

- In establishing seasonal goals and objectives
- Use a democratic style when dealing with team issues
- Provide an appropriate role model from whom your players can learn
- Develop leadership abilities in your athletes
- Establish a positive respectful relationship with the referees

- Meet with parents on a regular basis
- Demonstrate a sincere interest in helping athletes to maximize their potential
- Provide a safe and fun environment so that our athletes can enjoy their hockey
- Lead by example.
- Teach more than just hockey skills. Sportsmanship, Fair Play, Respect for ones opponent.

AS THE TEAM MANGER, YOU ARE EXPECTED TO:

- Seek assistance of the parents of your players in running activities of your program
- Hold regular Parent and Player meetings
- Attend all A.M.H.A. meetings as directed
- Keep the A.M.H.A. convenor of your respective division apprised of all team activities
- Ensure A.M.H.A. convenor of your respective division is copied on all team correspondence
- Ensure an end of Season Report is filed with the A.M.H.A Board.

AS A RISK MANAGEMENT PARTICIPANT, YOU ARE EXPECTED TO:

- Have and Review safety action plan with your team trainer
- Ensure that all ice activities in practice have proper supervision
- Review all billeting and travel plans for the team to ensure safety
- Report any arena deficiencies to the A.M.H.A. Director of Equipment.
- Review player equipment on a regular basis for defects
- Monitor rehabilitation of injured athletes and medical clearance to return to play
- Report any player abuse or harassment to the Ayr Minor Hockey Association Harassment and Abuse Contact.

4.3 ASSISTANT COACH

- Assist the Head Coach with all aspects of the day-to-day operation of your team to ensure the objectives and the Mission statement of the Ayr Minor Hockey Association are met.
- Be a spokesperson for the team and represent the team at all meetings and functions when the head coach is unable to attend.
- Review and follow the requirements of the Ayr Minor Hockey Association Rules & Regulations including the Harassment and Abuse Policies and Procedures.

This Position will require a Police Records Check and be subject to a performance review.

This position requires you to comply with all O.M.H.A./O.H.F./C.H.A. & A.M.H.A. rules & regulations.

- This position requires you to assist the head coach develop and maintain an awareness of good conduct from yourself and the team in competition **and at practice**.
- This position requires you instil good sportsmanship in your players and teach them hockey skills.
- This position requires you to adhere to a policy of equitable ice time for all players, except where disciplinary action is being applied as outlined in section 20.

This position requires that you ensure that your players are always supervised by an adult when in the dressing room using the two deep method of supervision.

AS A LEADER, YOU ARE EXPECTED TO ASSIST THE HEAD COACH TO:

- Establish seasonal goals and objectives
- Use a democratic coaching style
- Provide an appropriate role model from whom your players can learn
- Develop leadership abilities in your athletes
- Establish a positive respectful relationship with the referees
- Meet with parents on a regular basis
- Demonstrate a sincere interest in helping athletes to maximize their potential
- Provide a safe and fun environment so that our athletes can enjoy their hockey
- Lead by example.

AS A TEACHER, YOU ARE EXPECTED TO ASSIST THE HEAD COACH TO:

- Teach the necessary hockey skills for the age group – develop a seasonal plan
- Teach skills using proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn (patience and perseverance)
- Teach more than just hockey skills. Sportsmanship, Fair Play, Respect for ones opponent.

AS AN ORGANIZER, YOU ARE EXPECTED TO ASSIST THE HEAD COACH TO:

- Plan effective practices
- Select support staff that will provide maximum benefit to yourself and your players
- Seek assistance of the parents of your players in running activities of your program
- Hold regular Parent and Player meetings
- Attend all A.M.H.A. meetings as directed
- Keep the A.M.H.A. convenor of your respective division apprised of all team activities.
- Ensure A.M.H.A. convenor of your respective division is copied on all team correspondence
- File an end of Season Report with the A.M.H.A. Team Vice President - Hockey

AS A RISK MANAGEMENT PARTICIPANT, YOU ARE EXPECTED TO:

- Have and Review safety action plan with your team trainer
- Ensure that all ice activities in practice have proper supervision
- Review all billeting and travel plans for the team to ensure safety
- Report any arena deficiencies to the A.M.H.A. Director of Equipment.
- Review player equipment on a regular basis for defects
- Monitor rehabilitation of injured athletes and medical clearance to return to play
- Report any player abuse or harassment to the Ayr Minor Hockey Association Harassment and Abuse Contact.

5. COMMUNICATIONS AND CORRESPONDENCE

- 5.1 Communication is an important factor in the operation of a successful organization. In an effort to head off any misunderstanding or misinformation the following procedure is in effect;

- 5.2 All correspondence dealing with internal team operations and philosophies must first be approved by the A.M.H.A. convener of your respective division prior to being distributed.
- 5.3 All internal and external correspondence must be copied to the A.M.H.A. convener of your respective division.
- 5.4 A.M.H.A. team managers are the conduit between the Ayr Minor Hockey Association board and the coach and the team parents.
- 5.5 Team parents are not to approach the coaching staff with negative comments prior to or immediately following a game. A 24 hour cooling off period is to be observed before speaking to the coaching staff.
- 5.6 Any members of the A.M.H.A. Board who have children playing on an A.M.H.A. team are to take their concerns to the Vice President of Hockey before approaching the team coaching staff.

6. REPRESENTATIVE and LOCAL LEAGUE COACH SELECTION

- 6.1 The A.M.H.A. board shall set procedures to select Local League and Representative Coaches.
- 6.2 All Head coaches selected by the A.M.H.A. Board shall submit a listing of his/her staff (i.e. assistant coaches, trainer etc.) for approval.
- 6.3 All members of coaching staffs must have a police records check completed. These checks are to be submitted to the Harassment & Abuse Contact.

7. MISCELLANEOUS

Reserved for future use.

8. TEAM FINANCES

- 8.1 All Monies associated with each A.M.H.A. team will be dispersed solely for those players and that team, with the Ayr Minor Hockey Association ethics of equitable teams best interest in mind, and with the parent's knowledge and consent.
- 8.2 No team official shall receive any remuneration or profit directly or indirectly from their position on the team
- 8.3 Any surplus funds raised by team parents that are remaining at the end of the season **shall** be returned to the team parents and or players in an equitable way. The parents must be made aware of the disposition of the end-of-season surplus and approve of the distribution.

9. TEAM FUND-RAISING ACTIVITIES

- 9.1 No team shall seek or accept any corporate donations directly for the benefit of their team. All corporate donors shall be directed to the Vice President of Administration so that the donation will benefit all members.
- 9.2 Any proposed A.M.H.A. team fund-raising activities must be approved in advance by the A.M.H.A. Board. Proposals are to be submitted to the Vice President – Administration for presentation to the board.
- 9.3 Proposals for Board approval of a team fund-raising activity or event are tabled at the Board monthly meetings.
- 9.4 Team fund-raising activities will not be approved during any A.M.H.A. Fund-raising events.
- 9.5 Fund-raising activities will not be permitted to compete with any other A.M.H.A. or A.M.H.A. team function or activity.

10. A.M.H.A. LOGO AND MERCHANDISE

- 10.1 The use of the A.M.H.A. Logo is the exclusive property of the Corporation known as the Ayr Minor Hockey Association. It may not be altered or reproduced in any manner or for any purpose, and may only be used with the expressed written consent of the Ayr Minor Hockey Association Board.
- 10.2 The only approved merchandise for the A.M.H.A. teams is contained in an inventory list, available on request from the A.M.H.A. Vice President of Administration or his or her designate. No other merchandise is to be provided to A.M.H.A. teams without the prior approval of the A.M.H.A. Board.

11. EXHIBITION GAMES AND TOURNAMENTS

- 11.1 All exhibition games and/or tournaments require the prior approval of the Vice President of Hockey and a travel permit from the O.M.H.A.
- 11.2 Permission will only be given when it is established that no conflicts exists between regular scheduled games or any A.M.H.A. events.
- 11.3 No permits will be granted for any games that conflict with the Year End Players' Banquet.

A handout will be provided to each team at the beginning of the season advising them of the dates for these events.

- 11.4 The Vice President of Hockey will apply for and obtain all exhibition & tournament permits, which he will forward to the team.
- 11.5 The A.M.H.A. will pay for referees for a maximum of 3 home exhibition games. Any further exhibition games may be scheduled outside of assigned practice time at the expense of the team(s) involved.

12. PLAYER AND COACH SIGNING

- 12.1 Any player who is signed to a Rep. card will not be cut unless;
- a) It is mutually agreed by the Coach, the player, his parents and it is approved by the Vice President - Hockey. or
 - b) Upon written request to the Vice President of Hockey stating reasons and steps taken to come to an agreement as described in Section 12.1 a. All releases must receive final approval of the A.M.H.A. Board.
 - c) No such transactions can occur after January 10 of the given season.
- 12.2 The minimum number of players per A.M.H.A. team shall be set by the A.M.H.A. prior to the start of each season. It is ideal for teams to be comprised of **13 players + 2 goaltenders**. This number is an ideal and can be adjusted with approval of the V.P. – Hockey.
- 12.3 Representative teams may only call up alternate players 5 times after the O.M.H.A. cut-off date of January 10. It is incumbent on a coach to sign adequate number of Alternate Players. A Representative team may sign 19 Alternate Players from within its own age category.

13. TEAM EQUIPMENT AND GAME SWEATERS

- 13.1 All A.M.H.A. Rep. teams will be provided with Home and Away sweaters prior to their first scheduled regular season game. Socks will be available for purchase.
- 13.2 All A.M.H.A. Local League teams will be provided with one set of sweaters. A second set will be available at the Ayr Community Centre for use in case of a conflict with a visiting team.
- 13.3 All A.M.H.A. teams must return the sweaters issued to the A.M.H.A. equipment manager immediately following the completion of the final regular season or play off game.
- 13.4 The Ayr Minor Hockey Association has mandatory equipment requirements for players and coaches as set out by the O.M.H.A. (i.e. helmets for coaches, mouthguards and neckguards for players.)

- 13.5 The Ayr Minor Hockey Association has a suggested on ice code:
- Black hockey pants
 - Black gloves
 - CSA approved Black Hockey Helmet with approved mask.
- 13.6 No additional patches or emblems of any kind are to be permanently or temporarily attached to any portion of the A.M.H.A. uniforms. The only exception is the Velcro Name Bars bearing the last name of the player. Nicknames are not acceptable.
- 13.7 Sweaters are to be retained by the coaching staff or designated team equipment manager between games. Sweaters are **NOT** to be taken from the arena by a player.
- 13.8 Sweaters are to be washed or dry cleaned on a regular basis.

14. OFF ICE DRESS CODE

- 14.1 The Ayr Minor Hockey Association ask that all coaches and players dress for games in a manner that projects a good image on our community and Association.
- 14.2 Any additional dress code for a team is up to the team and is optional for any participant.

15. ADDITIONAL ICE TIME & DAMAGE TO FACILITIES

- 15.1 Additional ice time arranged by an A.M.H.A. team will be the responsibility of the coach of that particular team.
- 15.2 Under no circumstances will the Ayr Minor Hockey Association be responsible for any payment of ice time other than the ice time the Corporation has contracted.
- 15.3 Any team found to be responsible for damage to any arena or other facility will be required to cover all costs associated with the incident. The coach and any player found to be responsible for causing the damage will be dealt with by the discipline committee and will face suspension in addition to any other sanctions applied.

Please note that The Ayr Community Centre have been made aware of this policy.

16. C.H.A. PLAYER REGISTRATION CERTIFICATES

16.1 Each player must properly complete a C.H.A. player's certificate accompanied by the registration fee, as determined by the A.M.H.A. Board prior to playing for any A.M.H.A. team.

17. REGISTRATION FEES

17.1 No player will be permitted to take part in any regularly scheduled league game until **all** monies due are paid to the A.M.H.A.

17.2 Players joining the A.M.H.A. after the start of the regular season are required to pay a pro-rated registration fee in full at the time of signing. The Registration fee to be determined by the A.M.H.A. Registrar at the time of signing.

17.3 Player registration fees are to be made payable in the following manner;

17.3.a In cash or by cheque made payable to the Ayr Minor Hockey Association.

17.3.b The payment may be made in the following manner;

- The full amount, or
- Three post dated cheques; one cheque for half the registration fee August 1st, a second post dated cheque October 1st for the second half of the registration and a third post dated cheque for fundraising November 1st.

17.4 Failure to pay the registration fees in full prior to the start of the regular season unless special arrangements have been made will result in the suspension of the player in question. This suspension will include all exhibition, tournament and schedule games, as well as all practices.

18. REFUNDS

18.1 All refunds are subject to a \$50.00 deduction in addition to the applicable fee schedule deduction. The remaining money will be pro-rated based on a six month playing season. (Sept. to Feb.)

18.2 Any player who leaves the Ayr Minor Hockey Association voluntarily forfeits all monies paid to the Ayr Minor Hockey Association and is not entitled to any refund.

18.3 **NO REFUNDS** will be given after January 10th.

18.4 The schedule of fees shall be set by the Ayr Minor Hockey Association Board. The schedule of fees to appear in schedule G attached to the Ayr Minor Hockey Association rules and regulations.

The fees to include, but not limited to:

NSF Cheques, Administration, Voluntary player withdrawal, Opt out clauses (Fund-raising), Appeals, Protests, Registration fees, Tournament Fees.

19. TEAM MANAGEMENT QUALIFICATIONS

- 19.1 Each A.M.H.A. team shall have a Coaching staff consisting of;
- | | |
|--------------------|--|
| Head Coach - | Current NCCP Certification at least a coach level with Harassment & Abuse. |
| Assistance Coach – | Current NCCP Certification at least a coach level with Harassment & Abuse. |
| Trainer - | Current HTCP Certification with Harassment & Abuse. |
| Manager - | Harassment & Abuse certified |

Exception: Coaches in the Tyke and Novice Division will have a C.H.I.P. card and Harassment & abuse certification.

- 19.2 Each member of the Coaching staff must have signed a C.H.A. card prior to commencing any duties related to any A.M.H.A. team.

20. ICE TIME FOR PLAYERS

- 20.1 All players will receive equitable ice time in all games, including league, playoff, exhibition and tournaments. The phrase “**equitable ice time**” should not be confused by anyone with the phrase “**equal ice time**”, however with the exception of discipline situations no players are to be benched or have a reduction in their amount of playing time.
- 20.2 Rep hockey does allow for the use of speciality lines for use during short handed or man advantage situations, and stronger players may be utilized for the situations. The coach is also given wide latitude when it comes to who he plays during the last minute of the 1st & 2nd periods and the last five minutes of the third.
- 20.3 The season ends officially on the date selected by the members of The O.M.H.A. at the previous years A.G.M. Until that date all games are there for the benefit and enjoyment of all players, and attendance cannot be restricted. The coaching staff selected and signed all of the players, and they are to be treated in an equitable fashion for the complete season.
- 20.4 It is of paramount importance that the coaches communicate clearly and effectively with the parents throughout the season. As to what position their son or daughter will be playing. When changes are made the player and parents affected must be informed. This should ideally be done through the team manager, who should communicate the coach’s decisions to the team parents.

21. DISCIPLINE AND DISCIPLINE COMMITTEE

21.1 All matters relating to discipline or any matter dealing with an alleged contravention of the rules and regulations will be referred to the A.M.H.A. convenor of the respective division. Any allegation of Abuse and/or Harassment **must** be referred to the Harassment & Abuse Co-ordinator.

21.2 The A.M.H.A. convenor of the respective division will handle all minor issues and/or refer them to A.M.H.A. Discipline Committee after consultation of the V.P. – Hockey.

21.3 DISCIPLINE COMMITTEE

The A.M.H.A. Board of Directors shall appoint a Discipline Committee consisting of at least three (3) members, one of whom shall be the Chair, and one who shall act as recording secretary.

This committee shall hear all protests and charges brought against any registered player, coach, manager, team or any member of the Association for alleged violation of Ayr Minor Hockey Association By-Laws and/or Rules and regulations.

The only exception will be any allegation concerning Abuse and/or Harassment which must be handled by the AYR MINOR HOCKEY ASSOCIATION Harassment and Abuse Fact Finding Committee or the O.H.F. Fact Finder.

21.4 The Discipline Committee shall be empowered to impose any such penalties as it deems appropriate following a hearing of all the pertinent matters.

21.5 Any suspension issued by the Vice President - Hockey or the Discipline Committee of six games or less shall be without right of appeal.

21.6 All automatic suspensions shall be without right of appeal.

21.7 All other decisions of the Discipline Committee or the Vice President - Hockey that do not fall under sections 21 or 21.6 may be appealed in writing and accompanied by the prescribed fee.

21.8 Once a written appeal is received with the prescribed fee the A.M.H.A. Board will set a hearing date to take place within 7 days.

21.9.1 Members of the Board of Directors who have direct connection with the charge and/or individual(s) involved shall not vote on the appeal.

21.10 The decision of the Board of Directors shall be final.

22. SUSPENSION BY THE AYR MINOR HOCKEY ASSOCIATION

(Player, Coach, Trainer, Manager)

- 22.1 A player, coach, assistant coach, manager or trainer may be suspended for one or more games at the discretion of the Disciplinary Committee for any infraction outlined in the C.H.A. / O.H.F. / O.M.H.A. / AYR MINOR HOCKEY ASSOCIATION rules & regulations / Constitution / By-laws, or any of the infractions outlined in section 23, and committed immediately before, during or after a game, practice, or at any A.M.H.A. Function.
- 22.2 The Ayr Minor Hockey Association wants its officials along with its team's coaching staff and players **to project a professional image** at all times. To achieve this goal in addition to section 22 an AYR MINOR HOCKEY ASSOCIATION Code of Conduct has been put in place section 23. Contravention of this code of conduct may result in suspension by the Vice President of Hockey, Discipline Committee or termination by the Ayr Minor Hockey Association Board.
- 22.3 It is the responsibility of the members of the coaching staff to become familiar with the Rules and Regulations, A.M.H.A. policies, Ayr Minor Hockey Association Harassment and Abuse policy and any of the affiliated organizations.(OMHA/OHF/CHA)
- 22.4 Any violation or failure to comply fully with the Ayr Minor Hockey Association constitution, Rules & Regulations, By-laws, Code of Conduct, Fair Play Code or affiliated organizations rules may result in the suspension and/or termination of the player or coaching staff member.
- 22.5 Suspensions and their length are at the discretion of the Vice President – Hockey and/or the Discipline Committee.
- 22.6 These suspensions may be in addition to any mandatory suspension issued by the O.H.F. / O.M.H.A.
- 22.7 Termination of a player or a member of the coaching staff is done by the Ayr Minor Hockey Association Board.
- 22.8 Suspended players or coaching staff members will not be released from their C.H.A. cards prior to the end of the current season.
- 22.9 Suspended players & coaches are prohibited from entering the dressing room or corridor area for the period of one hour before a scheduled game or practice to one hour following the game or practice.
- 22.10 Suspended players & coaches are prohibited from the area of the players bench during a game or practice, and shall not attempt to communicate with players or coaches during that time.

23. CODE OF CONDUCT (FOR PLAYERS & MEMBERS OF THE COACHING STAFF)

- 23.1.a Failing to adhere to the on and off ice dress codes.
- 23.1.b Showing disrespect to any league Executive member, fellow coaches, team officials, players, referees and off ice officials.
- 23.1.c The use of profane language towards players, referees, and timekeepers.
- 23.1.d The consuming of alcohol prior to contact with players ie; on game day prior to game time.
- 23.1.e Not showing loyalty to the Ayr Minor Hockey Association.
- 23.1.f Destroying, mishandling or stealing property.
- 23.1.g Smoking on the bench or in the dressing room.
- 23.1.h Coach missing a game or practices without good reason.
- 23.1.i Coach not seeing that someone would take charge in his absence or for not notifying the Vice President of Hockey of his absence.
- 23.1.j Coaches not playing players in an **equitable** fashion (as per section 22).
- 23.1.k Not acting in accordance with the Fair Play Code for Players.
- 23.1.l Not acting in accordance with the Fair Play Code for Coaches.

23.2 Fair Play Code For PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.

- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

23.3 Fair Play Code For COACHES

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making a mistake or for performing poorly.
- I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

24. ABUSE

Recognition and Prevention Of Abuse Policy and Definitions

This policy sets out the principles and practices of the Ayr Minor Hockey Association with regards to abusive behaviour towards participants.

24.1 RELATIONSHIP TO HARASSMENT POLICY

Some behaviours which are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. The Ayr Minor Hockey Association Harassment Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

24.2 Ayr Minor Hockey Association Mission Statement

We are dedicated to providing the youth of Ayr a fun, rewarding and positive environment to play amateur hockey.

24.3 STATEMENT OF PURPOSE

The Ayr Minor Hockey Association is part of the hockey community in not only the O.M.H.A. the province of Ontario but also in Canada that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of Safety. The Ayr Minor Hockey Association considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the Ayr Minor Hockey Association will promote awareness of all forms of abuse and neglect by making players, parents and volunteers aware of educational materials and programs available through the C.H.A., O.H.F., or the O.M.H.A. Through the use of these strategies, we will send a clear message to potential abusers and sexual predators that hockey participants are not easy targets. The Ayr Minor Hockey Association and its teams are committed to the highest possible standards of care for its participants.

24.4 ABUSE POLICY

It is the policy of the Ayr Minor Hockey Association that there shall be no abuse and neglect, whether physical, emotional or sexual of any participants in any of its programs. The Ayr Minor Hockey Association expects every parent, volunteer and executive member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

24.5 DEFINITIONS OF ABUSE

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 youth is an abuse of power or authority and/or breach of trust. In Ontario a person is considered a child under the age of 18 years.

24.6 EMOTIONAL ABUSE

Emotional abuse is a chronic attack on a 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.

24.7 PHYSICAL ABUSE

Physical abuse is when a person in a position of power or trust purposefully 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, hazing or excessive exercise as a form of punishment.

24.8 NEGLECT

Neglect is chronic inattention to the basic 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, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

24.9 SEXUAL ABUSE

Sexual Abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

24.9.a NON-CONTACT

- obscene remarks on phone/computer in notes.
- voyeurism
- shown pornography.
- forced to watch sexual acts.
- sexually intrusive questions and comments.
- forced to pose for sexual photographs or videos.
- forced to self-masturbate or forced to watch others masturbate

24.9.b CONTACT

- touched or fondled in sexual areas.
- forced to touch another person's sexual areas.
- kissed or held in a sexual manner.
- forced to perform oral sex.
- vaginal or anal intercourse.
- vaginal or anal penetration with an object or finger.
- Sexually oriented hazing

24.10 HARASSMENT AND ABUSE – DIFFERENCES AND SIMILARITIES

24.10.1 Abuse

Type

Emotional, Physical, Sexual, Lack of care.

Victim

Any person under the age of 18; may be male or female.

Offender

Any person who has power or authority over the victim and/or breaches trust; may be male or female.

Investigation

External to organization; referred to Child welfare (F&CS) or Police.

Follow-up Actions

Determined by Child Protection Act and Criminal Code; Civil Action may also occur.

Philosophy

The victim is not to blame; offenders are responsible for their behaviour.

24.10.2 Harassment**Type**

Emotional, Physical, Sexual; may be motivated by racial or other forms of prejudice.

Victim

Person of any age: may be male or female.

Offender

May be peer or person with power or authority over adult victim; may be male or female.

Investigation

Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)

Follow-up Actions

Determined by organization's harassment policies, Criminal Code, Labour tribunals, civil action and/or Human Rights Tribunals; may be used concurrently or alone.

Philosophy

The victim is not to blame; offenders are responsible for their behaviour.

24.11 DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. The C.H.A., O.H.F., O.M.H.A. and the Ayr Minor Hockey Association are committed to help reduce and prevent the abuse and neglect of its participants. The member partners realize that persons working closely with children and youth have a special awareness of abuse situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's youth, by knowing their obligations under the law.

Consequently, it is the policy of the Ayr Minor Hockey Association that any of its volunteers, team officials, participants, parents and guardians who has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse, neglect and/or sexual abuse shall immediately report the suspicion and information on which it is based to the CAS or the police.

In the Province of Ontario a child is a person under the age of 18 years.

Those involved with the Ayr Minor Hockey Association in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for not reporting the abuse to the authorities.

By educating our members the A.M.H.A., C.H.A., O.H.F. and O.M.H.A. are weaving a tighter safety web around our most precious resources.....the players!

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

25. HARASSMENT

This policy sets out the principles and practices of the Ayr Minor Hockey Association regarding harassment.

25.1 RELATIONSHIP TO RECOGNITION AND PREVENTION OF ABUSE POLICY

Some behaviours which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the person harassed. The Ayr Minor Hockey Association Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

25.2 STATEMENT OF PURPOSE

The Ayr Minor Hockey Association are committed to providing a sport environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination and is prohibited by human rights legislation in Canada. The Ayr Minor Hockey Association supports the right of all its members, whether athletes, volunteers or employees, to participate in all Ayr Minor Hockey Association activities free from any form of harassment. Further, the Ayr Minor Hockey Association emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual.

25.3 HARASSMENT POLICY

It is the policy of the Ayr Minor Hockey Association that harassment in all its forms will not be tolerated during the course of any of its activities or programs. Accordingly, all A.M.H.A. executives, volunteers, team officials, parents and guardians are responsible for making every reasonable effort to up hold this commitment. Specifically, this

includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following the Ayr Minor Hockey Association 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.

25.4 DEFINITION OF HARASSMENT

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 sports 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 legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g.; player to player of 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 to employee)

The following is a non-exhaustive list of examples of harassment:

- 1.** Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc.
- 2.** Condescending, patronizing, threatening or punishing actions which undermine self-esteem.
- 3.** Practical jokes which may cause awkwardness or embarrassment, or may endanger a person's safety.
- 4.** Any form of hazing.
- 5.** Unwanted or unnecessary physical contact including touching, patting, pinching.
- 6.** Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.
- 7.** Sexual assault or physical assault.

It is important to note that behaviour described in items 5 to 7, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In

such cases, the duty to report provisions of the Recognition and Prevention of Abuse Policy come into effect.

25.5 HARASSMENT AND ABUSE – DIFFERENCES AND SIMILARITIES

25.5.1 ABUSE

TYPE

Emotional, Physical, Sexual, Lack of Care.

VICTIM

Any person under the age of 18; may be male or female.

OFFENDER

Any person who has power or authority over victim and/or breeches trust: may be male or female.

INVESTIGATION

External to organization: referred to child welfare (CAS) or police.

FOLLOW-UP ACTIONS

Determined by Childs Protection Act, Criminal Code, Civil Action.

PHILOSOPHY

The victim is not to blame; offenders are responsible for their behaviour.

25.5.2 HARASSMENT

TYPE

Emotional, Physical, sexual: may be motivated by racial or other forms of prejudice.

VICTIM

Person of any age; may be male or female.

OFFENDER

May be peer or person with power or authority over adult victim: may be male or female.

INVESTIGATION

Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (Stalking)

FOLLOW-UP ACTIONS

Determined by organization's harassment policies, Criminal Code, Labour Tribunals, Civil Action, Human Rights Tribunal: may be used concurrently or alone.

PHILOSOPHY

The victim is not to blame; offenders are responsible for their behaviour.

25.6 RESPONSE AND REMEDIES

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as a part of the culture of the game and used by individuals who would not condone such conduct out of the hockey environment. It is the position of the Ayr Minor Hockey Association in partnership with the C.H.A., O.H.F. and O.M.H.A. that harassment can be tolerated no longer. Harassment is unacceptable and harmful. The Ayr Minor Hockey Association recognizes the serious negative 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 Ayr Minor Hockey Association recognize that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide range 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. There must be no summary justice or hasty punishment. 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 defence to the charges.

Minor incidents of harassment (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and with the aim of bringing about a change in negative attitudes and behaviour.

More serious incidents (e.g.: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the Ayr Minor Hockey Association reporting guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

26 PROCEDURES FOR RECEIVING A COMPLAINT OF HARASSMENT OR ABUSE

26.1 RECEIVING A COMPLAINT

Complaints can be received by the Association in two ways.

26.1a. WRITTEN DISCLOSURE

Disclosure of this type are usually in the form of a letter and in many cases by either a parent, team official, player or lawyer. It is important that the letter contain enough detail to provide the Association with a clear understanding of the event or circumstances surrounding the abuse and/or harassment which in turn will facilitate a decision as to the severity of the incident (major or minor) with the appropriate action. A report titled "Harassment and Abuse Disclosure Report" should be filled out and the correspondence attached to the form creating a file.

The file is handed to the Harassment and Abuse Coordinator for documentation into the system. (In the absence of the Coordinator the file is forwarded to the President)

26. 1b. VERBAL DISCLOSURE

Disclosures of this type usually comes to the Association through a coach, trainer, manager, convenor or executive member. All disclosures of harassment and abuse need to be documented and reported accurately.

The person who hears the disclosure or suspects the abuse **MUST MAKE THE REPORT**. The responsibility for reporting **CANNOT BE ASSUMED BY ANY OTHER PERSON**.

Again the "Harassment and Abuse Disclosure Report" should be filled out by the person hearing the disclosure. The form will act as a guide to the nature of information required. The form then starts the file creation and should be supported with follow-up investigation reports.

This file is handed to the Harassment and Abuse Co-ordinator for documentation into the system. (In the absence of the Co-ordinator the file is forwarded to the President)

NOTE: The Verbal disclosures need to be handled sensitively following specific procedures.

26.2 FILE CREATION

Each disclosure will create a file. The file number will be applied by the Harassment and Abuse Co-ordinator. The file will be identified with 6 digits.

The first two digits will be the year.	e.g.	00
The next two digits will be the month.	e.g.	01 to 12
The last two digits will be the file number.	e.g.	01 to 99

e.g. AYR MINOR HOCKEY ASSOCIATION . receives its first complaint on September 28, 2000, the file number becomes: 000901.

The identification sequence readily identifies the year, month and complaint number. This will allow for quick reference as to when the complaint was received and how many complaints have been received to date.

26.3 PRIORITIZING DISCLOSURES

After the disclosure is assigned a file number, the Harassment and Abuse Co-ordinator should prioritize the file into either a Major or Minor category.

26.3.1 MAJOR CATEGORY

The following incidents should be classed as Major Harassment and Abuse.

- **Physical mistreatment (kicking, slapping, punching, hair pulling, shaking, tying up, restraining, hitting with an object, throwing equipment at an athlete such as pucks, sticks, clipboard, having or allowing team members to physically assault another athlete) resulting in injury.**
- **Sexual mistreatment (kissing or holding a young athlete in a sexual manner, touching the athlete's sexual body parts, forcing a young athlete to touch another person's sexual parts, penetrating a young athlete anally or vaginally with objects or fingers, having vaginal or anal or oral intercourse, flashing or exposing your sexual body parts, watching intrusively a young athlete change or shower, speaking or communicating sexually, showing pornographic films, magazines or photographs, objectifying or ridiculing a young athlete's sexual body parts).**
- **Inadequate Moral Guidance & Discipline (Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornographic movies to young athletes, hazing).**
- **Emotional mistreatment (attack on child's self esteem, harassment on the basis of age, race, colour, religion, marital status, disability).**

In all cases of the above there is an order which must be followed.

Due to the potential of corruption of evidence, investigations of the above harassment and abuse must be guided first by provincial legislation, next if warranted by the Criminal Code, and finally, by the Association's policies.

The AYR MINOR HOCKEY ASSOCIATION must never attempt to conduct their own investigation of abuse or neglect without first consulting the CAS or Police. The report is turned over to them, immediately. We then wait for them to advise us as to the need for an AYR MINOR HOCKEY ASSOCIATION investigation.

26.3.2 MINOR CATEGORY

The following can be categorized as Minor and can follow the AYR MINOR HOCKEY ASSOCIATION procedure.

- **Inappropriate jokes or single incidences of unwelcome or patronizing comments, remarks or actions. (congratulatory hug, pat on the behind)**
- **Unacceptable behaviour- profanity, substance abuse.**
- **Coaching Strategy – coaching strategy intended to produce peak performance in an athlete or team (pulling from a game, benching, reduced playing time, shorten the bench)**
- **Constitutional or Technical Issues – (correct procedures not followed, eligibility, player release and registration, certification)**
 - **Common Sense – questioning one’s own practices and trusting personal intuition when something doesn’t seem right.**

The above is only a guideline.

27. HARASSMENT AND ABUSE FACT FINDING COMMITTEE

Minor Category files are turned over to the (HAC) Harassment and Abuse Fact Finding Committee for disposition.

27.1 COMPOSITION

The Harassment and Abuse Committee shall be made up of (4) persons appointed by the AYR MINOR HOCKEY ASSOCIATION Executive. One will act as the Chair and one will act as the recording secretary.

The committee should be chaired by the AYR MINOR HOCKEY ASSOCIATION Vice President who along with the committee will review the outstanding files on a monthly basis. The Harassment and Abuse Co-ordinator may be part of the committee but not one of the three.

The Harassment and Abuse Committee should be allowed the opportunity to informally resolve the issue. The chairman can empower the Harassment and Abuse Co-ordinator to mediate some sort of resolution between the parties immediately upon being aware of the situation: or alternatively, the HAC may recommend some action following the fact finding stage. If the formal resolution or mediation is not possible at these stages, then the complaint should proceed to a formal hearing before the HAC.

The HAC does have the power to hold a formal hearing.

27.2 MANDATE

The committee's mandate is that of a fact finder. The committee can hear from witnesses, review any other materials including written or video that will assist the committee into finding out the facts surrounding the incident(s) in question.

27.3 HEARINGS

- 27.3.1 Harassment & Abuse hearings will be held in camera.
- 27.3.2 The Committee cannot operate and does not operate as a court of law. Therefore an informal, but fair fact finding hearing will be held.
- 27.3.3 The Committee will in advance of the hearing establish which information and or witnesses will be pertinent to the enquiry.
- 27.3.4 Only those individuals that were impacted directly or have pertinent information will be asked to appear.
- 27.3.5 The Committee encourages all parties to be brief and to the point. Only necessary witnesses will be heard from.
- 27.3.6 The Committee always frowns on involving minor-aged players in hearings unless absolutely necessary.
- 27.3.7 The Committee wants to hear what people do say, not what they will say, there will be no need for an opening addresses.
- 27.3.8 After a witness has given her/his version of events, questions may be asked by the Committee members.

27.4 WITNESSES

- 27.4.1 Witnesses will not be "sworn in" but it will be presumed that they will tell the truth to the very best of their ability.
- 27.4.2 Witnesses should make true and factual statements to the committee avoiding commentary.
- 27.4.3 Witnesses will be asked to give their own version of events and their evidence will not be lead by counsel.
- 27.4.4 Witnesses providing information shall only provide facts that they personally witnessed. Hearsay or speculation are not acceptable.

27.5 OUTCOMES

27.5.1 The Committee will submit a written report to the AYR MINOR HOCKEY ASSOCIATION President and after consulting with the O.H.F. & O.M.H.A. will render its decision.

27.5.2 The Committee decision will consist of a statement that concludes whether there was a violation of the Harassment and Abuse Policy.

27.5.3 If there was a violation, the Committee in conjunction with the O.H.F.& O.M.H.A. will make recommendations that may include but are not limited to:

- a) Suspension
- b) Dismissal
- c) Probation
- d) Attendance at a Harassment and Abuse prevention seminar
- e) Other sanctions

28. AYR MINOR HOCKEY ASSOCIATION . HARASSMENT AND ABUSE COMPLAINT PROCEDURE

28.1.a. Written reports, complaints, correspondence received.

28.1.b Harassment and Abuse Co-ordinator

- Records and assigns a file number to complaint.
- Prioritize (Minor/Major).
- Follow applicable notification procedure below. (Major / Minor)
- Facilitate progress.
- Prepare Monthly Status Report.
- Resolve minor disputes informally.
- Refer Technical issues to applicable Director.
- Recommend Constitutional Changes.

28.2 Phone call or Verbal report of Harassment or Abuse made to an Executive member, Minor Official, Coach, Players/Parent, Public/Spectators.

28.2.a. Complete a Harassment and Abuse report form for disclosure and handed it to the Harassment and Abuse Co-ordinator who will then follow the procedure outlined in 28.1.b.

28.3 MAJOR COMPLAINTS

28.1.a. Harassment & Abuse Co-Ordinator to advise the President

- Review priority of complaints.
- Major Complaints, act immediately.
- Spokesperson for the Association.
- Inform the STHC Executive.

- Contact Police first and then wait for direction.

If Approval to proceed after consultation with the authorities send complaint to Harassment and Abuse Committee.

28.4 MINOR COMPLAINTS

28.4.a Harassment & Abuse Coordinator to advise the Chair of the Harassment and Abuse Fact Finding Committee

- Chairman of the HC to advise.
- 3 Committee members.
- Monthly meetings and report to Association Executive.
- Confirmation of Complaint letter.
- Appoint a Fact-Finding Team.
- (2 people)
- Report findings back to the Harassment and Abuse Committee.
- If evidence warrants Harassment and Abuse Committee holds a hearing.
- HAC renders a Decision.
- Decision to be mailed out to all parties.
- Follow-up on Decision.
- Decisions and any Sanctions to be sent to OMHA & OHF.

29. APPEAL PROCESS

- 29.1 Any Appeal of the HAC decision will provide the opportunity for a fair review of any sanction by the AYR MINOR HOCKEY ASSOCIATION Board.
- 29.2 The scope of the appeal is limited, and will be based on the written record only no witnesses will be called.
- 29.3 The AYR MINOR HOCKEY ASSOCIATION Executive decision is final and binding.



**Ayr Minor Hockey Association
P.O. Box 1050, Ayr, Ontario, N0B 1E0**

HARASSMENT AND ABUSE DISCLOSURE REPORT

DATE: **AMHA FILE NO:** **TEAM:**

YOUTH'S NAME: **BIRTH DATE:** **SEX:**
ADDRESS: **CITY:** **POSTAL CODE:**

PARENT/GUARDIAN'S NAME: **PHONE #:**
ADDRESS: **CITY:** **POSTAL CODE:**

1. ALLEGED OFFENDER: **PHONE:**
ADDRESS: **CITY:** **POSTAL CODE:**

2. ALLEGED OFFENDER: **PHONE:**
ADDRESS: **CITY:** **POSTAL CODE:**

DESCRIBE WHAT THE YOUTH OR WITNESS SAID: (record facts and statements, not interpretations)(attach additional pages and or documents, notes, letters, etc. or use reverse side)

DATE OF OCCURRENCE: **LOCATION:**
INJURED OF AGGRIEVED PARTY REQUEST:

DESCRIBE THE CONTEXT OF THE DICLOSURE (where it occurred, other people who listened)

PERSON(S) RECEIVING DISCLOSURE:

Print Name: **Signature:**
Address: **City:** **Postal Code:**
Phone #: **Position:** **Date:**
Observations:

SCHEDULE A

PAST PRESIDENT

Jeff Hall 1998/1999 – 2001/2002
Robert Maus ?????/????? – 1998/1999

SCHEDULE B

LIFE MEMBERS

Ivan BELL Inducted 2001

SCHEDULE C

FIVE YEAR AWARD

SCHEDULE D

COACH OF THE YEAR AWARD

The Ayr Minor Hockey Association takes pride in the quality of coaching it provides to the players. A Ayr Minor Hockey Association coach is expected to instill sportsmanship and fair play in the players in his charge.

To reinforce these ideals the A.M.H.A. Executive will select a coach of the year from one of its teams. The recipient will be selected based on the criteria as set out by the OHF and the CHA. The winner will be announced at the Year-end player banquet. The winner will receive a memento and have his name added the coaches of the year plaque which will be displayed in the A.M.H.A. trophy case located in the Vic Johnston Community Centre.

YEAR	COACH	TEAM
2001/2002	Brad SAYLES	Midget Rep

SCHEDULE E

CHAMPIONSHIP BANNERS

SCHEDULE F

FEE SCHEDULE / General and Executive fee schedule

SCHEDULE H

INCORPORATION LEGAL REPORTING REQUIREMENTS

SCHEDULE G

A.M.H.A. Team Head Coach Application

Insert Coaching Application

JOB DESCRIPTION

Head Coach

Oversee and be responsible for all aspects of the day to day operation of your team to ensure the objectives and the Mission statement of the Ayr Minor Hockey Association are met. Be a spokesperson for the team and represent the team at all meetings and functions. Review and follow the requirements of the Ayr Minor Hockey Association Rule & Regulations including the Harassment and Abuse Polices and Procedures. **This Position will require a Police Records Check and be subject to a performance review.**

AS A LEADER, YOU ARE EXPECTED TO:

- Establish seasonal goals and objectives
- Use a democratic coaching style
- Provide an appropriate role model from whom your players can learn
- Develop leadership abilities in your athletes
- Establish a positive respectful relationship with the referees
- Meet with parents on a regular basis
- Demonstrate a sincere interest in helping athletes to maximize their potential
- Provide a safe and fun environment so that our athletes can enjoy their hockey
- Lead by example.

AS A TEACHER, YOU ARE EXPECTED TO:

- Teach the necessary hockey skills for the age group – develop a seasonal plan
- Teach skills using proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn (patience and perseverance)
- Teach more than just hockey skills.

AS AN ORGANIZER, YOU ARE EXPECTED TO:

- Plan effective practices
- Select support staff that will provide maximum benefit to yourself and your players
- Seek assistance of the parents of your players in running activities of your program
- Hold regular Parent and Player meetings
- Attend all A.M.H.A. meetings as directed
- Keep the A.M.H.A. Vice President of Hockey apprised of all team activities
- Ensure A.M.H.A. Convenor is copied on all team correspondence
- File an end of Season Report with the A.M.H.A. Team Vice President - Hockey

AS A RISK MANAGEMENT PARTICIPANT, YOU ARE EXPECTED TO:

- Have and Review safety action plan with your team trainer
- Ensure that all ice activities in practice have proper supervision
- Review all billeting and travel plans for the team to ensure safety
- Report any arena deficiencies to the Ayr Minor Hockey Association Vice President - Hockey
- Review player equipment on a regular basis for defects
- Monitor rehabilitation of injured athletes and medical clearance to return to play
- Report any player abuse or harassment to the Ayr Minor Hockey Association Vice President - Hockey

PERFORMANCE APPRAISAL - HEAD COACH

A- Exceeds Standard **B- Meets Standards** **C- Needs Development** **D-**
Unacceptable

1. Establish seasonal goals and objectives

Comments:

2. Use democratic coaching style

Comments:

3. Provide an appropriate role model from whom your players can learn including establishing a positive relationship with referees

Comments:

4. Develop leadership abilities in your athletes

Comments:

5. Meet with parents on a regular basis

Comments:

6. Demonstrate a sincere interest in helping athletes to maximize their potential

Comments:

7. Provide a safe and fun environment so that your players can enjoy their hockey

Comments:

8. Lead by Example, following the Ayr Minor Hockey Association Mission Statement, the OHF and CHA Code of Conduct

Comments:

9. Teach the necessary hockey skills for the age groups using proper sequences and progressions – develop a seasonal plan.

Comments:

10. Teach skills using understandable language Recognize that athletes differ in learning and readiness to learn (patience and perseverance)

Comments:

11. Teach more than just hockey skills, team Sportsmanship, Fair play and Respect for other players, Referees and team mates.

Comments:

12. Plan effective practices

Comments:

13. With the assistance of the parents of your players selected support staff that will provide maximum benefits to yourself and your players

Comments:

14. Hold regular Parent and Player meetings

Comments:

15. Attend all A.M.H.A. meetings as directed, keep the Vice President of Hockey apprised of all team activities, including copying him on all team correspondence and file an End of Season Report with the Vice President of Hockey recapping the season

Comments:

16. Review safety action plan for the team with the team trainer

Comments:

17. Ensure that all ice activities in practice have supervision

Comments:

18. Review all billeting and travel plans for the team to ensure safety and have the plan approved by the Vice President - Hockey

Comments:

19. Report any arena deficiencies to the Vice President - Hockey

Comments:

20. Review player equipment on a regular basis for defects

Comments:

21. Monitor rehabilitation of injured athletes and ensure medical clearance is given to return to play

Comments:

22. Report and player abuse to the Vice President - Hockey

Comments:

PERFORMANCE RATING

After carefully reviewing your evaluation of the performance factors, indicates your assessment of the volunteer's performance by checking the most appropriate level.

- A- EXECEEDS STANDARD _____
- B- MEETS STANDARDS _____
- C- NEEDS DEVELOPMENT _____
- D- UNACCEPTABLE _____

Describe the development plans (training, education, special assignments) to assist overall coaching performance.

Performance Appraisal Completed by: _____

Date: _____

Coach: _____

Team: _____

Season: _____

Coach received Performance Appraisal

Coach signature _____

Date: _____