



ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

“PROMOTING POSITIVE BEHAVIOUR IN HOCKEY”



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ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

SPEAK OUT: PROMOTING POSITIVE BEHAVIOUR IN HOCKEY

TABLE OF CONTENTS

	INTRODUCTION	3
1.	POLICY STATEMENTS	3
2.	EFFECTIVE DATE	3
3.	ALLIANCE MEMBER ASSOCIATION REQUIREMENTS	3
4.	DEFINITIONS	4 - 5
5.	SCREENING PROCESS	6 - 7
6.	SCREENING ADMINISTRATION – ALLIANCE	7 - 8
	SCREENING ADMINISTRATION – MEMBER ASSOCIATIONS	8
7.	RECEIVING A COMPLAINT	9
8.	COMPLAINT ADMINISTRATION – ALLIANCE	9
	COMPLAINT ADMINISTRATION – MEMBER ASSOCIATIONS	10
9.	INVESTIGATION – ALLIANCE	10
	INVESTIGATION – MEMBER ASSOCIATION	11
10.	INVESTIGATION DECISIONS	11
11.	DISCIPLINE	11 - 12
12.	SANCTIONS	12 - 13
13.	APPEALS	13
14.	AMENDMENTS	13
	APPENDIX A – RISK MANAGEMENT ASSESSMENT TOOL AND RATING	14 - 15
	APPENDIX B – POSITION DESIGN AND DESCRIPTION	16 - 18
	APPENDIX C – SAMPLE COACHING APPLICATION	19 - 21
	APPENDIX D – ASSOCIATION REPORTING FORM	22
	APPENDIX E – OFFICIALS POLICIES	23 - 28
	APPENDIX F – ALLIANCE COMPLAINT INTAKE FORM	29 - 34
	APPENDIX G – CODE OF CONDUCT & FAIR PLAY CODES	35 - 41





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

This document includes Policies and Procedures that enhance the Hockey Canada and Ontario Hockey Federation Speak Out Policies and Procedures. All Minor Hockey ALLIANCE of Ontario (ALLIANCE) Member Associations are obligated to adhere to these Policies and Procedures as stated.

The policies contained herein have been approved by the ALLIANCE. It shall be the obligation of all ALLIANCE Member Associations to adhere to these policies. The policies as contained herein are a minimum standard and can be enhanced by Alliance member Associations.

Introduction

Please refer to the following for more information:

- 1- Hockey Canada Policy on Harassment and Abuse – www.hockeycanada.ca
- 2- OHF Harassment and Abuse Policies – www.ohf.on.ca
- 3- ALLIANCE Code of Conduct – www.alliancehockey.com
- 4- OHF Code of Conduct – www.ohf.on.ca
- 5- Hockey Canada Fair Play means Safety for All Booklet - Obtain from your Local Association
- 6- ALLIANCE Full Speak Out Policies and Procedures and – www.alliancehockey.com

1. POLICY STATEMENTS

- 1.1 It is the policy of the ALLIANCE that there be no harassment, abuse or bullying of any participant in any of its programs.
- 1.2 The ALLIANCE expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the ALLIANCE and each of the ALLIANCE Member Associations to take reasonable steps to safeguard the participants against harassment, abuse and bullying.

2. EFFECTIVE DATE

- 2.1 June, 2007

3. ALLIANCE MEMBER ASSOCIATION REQUIREMENTS

- 3.1 ALLIANCE Member Associations are responsible for adopting and implementing a policy similar to, and consistent with this policy as a minimum standard.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

4. DEFINITIONS

4.1 Child

Child means a person below the age of 16 years.

4.2 Youth

Youth means a person between the age of 16 and 18 years.

4.3 Adult

Adult means a person who has reached the age of majority. In the Province of Ontario this age is 18 years.

4.4 Bullying

Bullying describes behaviors that are similar to harassment, but occur between children under the age of twelve, or behaviors between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example, engaging in bullying as well as provoking bullies to attack by taunting them).

4.5 Harassment

Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment may occur when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

4.6 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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

4.6.1 Emotional Abuse

Emotional abuse is a chronic attack on a child or youth'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 or youth's needs.



ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

4.6.2 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, and shoving, grabbing, hazing or excessive exercise as a form of punishment.

4.6.3 Neglect

A general definition of neglect is the 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. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

4.6.4 Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

4.7 Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (eg. an internal fact finding), to be contrary to the ALLIANCE Code of Conduct and that is not harassment, abuse or bullying.

4.8 Complaint

Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the ALLIANCE.

4.9 ALLIANCE and Member Association Personnel

ALLIANCE personnel includes ALLIANCE office employees, council and committee chairs and members, Directors and Officers and any other personnel that may be identified by the ALLIANCE President. ALLIANCE Member Associations personnel include their office employees, council and committee chairs and members, Directors and Officers and any other personnel that may be identified by the Member Association President.

4.10 Billet

Any community volunteer who applies or is requested by an ALLIANCE Member Association to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

4.11 Volunteer

A volunteer is defined as a non-paid person who donates, enters or offers his or her time freely to assigned specific duties.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

5. SCREENING PROCESS

The ALLIANCE will conduct the following 12-step screening process for ALLIANCE Personnel and that each Member Association and their members follow the same 12-step screening process within their respective jurisdiction.

Volunteers and staff who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.

5.1 Position Design

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design. (see Appendix B)

5.2 Position Description

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position (see Appendix B).

5.3 Application Form

Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate (see Appendix C).

5.4 Formal Recruitment Process

Post all staff and volunteer positions and indicate that screening is a part of the application process.

5.5 Conduct Interviews

Conduct interviews for staff/volunteers to ensure candidates meet the position requirements and fit in with the Association.

5.6 Reference Check

Implement a standard reference check questionnaire and follow through with candidate's list of references.

5.7 Criminal Record Check

All coaches, assistant coaches, trainers, managers and anyone else determined by the Risk Assessment Tool (Appendix A) will be subject to Criminal Record Checks:

5.7.1 No check submitted may be older than four (4) months.

5.7.2 Checks of a person's service are required for the first year in a position that mandates one and every four years thereafter.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

5.7.3 Previous offences that may exclude a person's application for a position within the ALLIANCE and its Member Associations include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.

5.8 Billets

It is recommended that if Billets are used they be properly screened by the ALLIANCE Member Association and complete a Criminal Records Check.

5.9 Orientation

The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.

5.10 Speak Out Certification

All Coaches, Assistant Coaches, Trainers and Managers within the jurisdiction of the ALLIANCE are required to be certified in the Speak Out Program.

5.11 Officials

All adult on-ice officials are to provide Criminal Record checks.

All officials, supervisors, and instructors who are 18 years of age or older will require a police record check in order to officiate, supervise or instruct. Once the individual has been cleared, a police record check will be required every 4 years. These Criminal Record Checks should not be more than 4 months old when submitted.

5.12 Supervise and Evaluate

The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position. An example of supervision may include an unscheduled observation of a practice or game. An example of evaluation may include an end of season interview with a Coach or Team Staff member.

6. SCREENING ADMINISTRATION

ALLIANCE Responsibility

6.1 The ALLIANCE Executive Director (or designate) will maintain records of all ALLIANCE Personnel required to be certified in Speak Out. The Criminal Record Checks, of staff and volunteers of the ALLIANCE who are required to submit such information, will be directed to and maintained by the ALLIANCE Legal Counsel.

6.2 All personal records maintained by the ALLIANCE and ALLIANCE Legal Counsel will be obtained and secured in compliance with the ALLIANCE Privacy Policy.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

6.3 ALLIANCE Staff and ALLIANCE Executive will be required to provide a Criminal Record Check upon assuming their role or, at the request of the ALLIANCE President, and every four years thereafter. The cost of providing a Criminal Record Check will be assumed by the ALLIANCE.

Member Association Responsibility

6.4 The Member Association President (or designate) will maintain records of all Member Association Personnel required to be certified in Speak Out. The Criminal Record Checks, of staff and volunteers of the Member Association who are required to submit such information, will be directed to and maintained by the Member Association Legal Counsel or Professional Designate.

6.5 All personal records maintained by the Member Association and Member Association Legal Counsel will be obtained and secured in compliance with the Member Association Privacy Policy.

6.6 Member Association Staff and Member Association Board of Directors will be required to provide a Criminal Record Check upon assuming their role or, at the request of the Member Association President, and every four years thereafter. The cost of providing a Criminal Record Check will be assumed by the individual or association depending upon association policy.

6.7 It shall be the policy of the ALLIANCE that all Member Associations must provide documentation of their Harassment / Abuse implementation efforts to the ALLIANCE on an annual basis by May 1st. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded to the OHF at the conclusion of each season. (Appendix D)

Supporting Documentation

An applicant will be required to fill out the Member Association Approved Consent for Criminal Record Search Form and pay the fee. It would be the responsibility of the Member Association to determine any reimbursements to the individual and to coordinate the fee charged by the police agency. Member Association should have the applicant return the form to the independent designated person within the Member Association. The independent designated person should have a "Professional Designation" such as: Police, Chiropractors, Notary Publics, Engineers, Banker, Clergy, Doctor, Lawyer, Judge, Principal, Dentist or Professional Accountant. Member Association would establish a Review Committee made up of the list of individuals that have a "Professional Designation" to review the Criminal Records Checks when the police have identified a criminal conviction. Their duties would include comparing the offence to the specific job description and reference checks of that individual and determining the risk involved. If an individual transfers to another Member Association they would be required to provide a new Criminal Record Check and provide any previous Criminal Record Checks that they may have access to. It is the intent that volunteers of the Member Association not have access to other volunteers Criminal Record Checks. By using independent people with Professional Designations this risk is minimized.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

7. RECEIVING A COMPLAINT

- 7.1** When there is a complaint of abuse of a child participant there will be no investigation by the ALLIANCE, Member Association, or any member thereof. Any investigation will be left to the police or appropriate child protective agency.
- 7.1.1** If a complaint of abuse of a child participant results in a conviction, the ALLIANCE, Member Association will exclude the individual convicted.
 - 7.1.2** If a complaint of abuse of a child participant does not result in a conviction, the ALLIANCE, Member Association or member thereof may nevertheless discipline the individual subject to the complaint.
- 7.2** Complaints of harassment, bullying or misconduct may be handled informally where possible or formally, but within a reasonable timeframe.
- 7.3** The ALLIANCE, Member Association and any members thereof are not required to deal with all complaints. The ALLIANCE, Member Association or member thereof may decide not to deal with the complaint if it is of the opinion that it:
- 7.3.1** could be more appropriately dealt with under another policy, rule or Regulation;
 - 7.3.2** is frivolous, vexatious or made in bad faith;
 - 7.3.3** is not within the governing body's jurisdiction; or,
 - 7.3.4** is based on occurrences that are more than six months old.
- 7.4** Complaints of harassment, abuse or bullying will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

8. COMPLAINT ADMINISTRATION

8.1 ALLIANCE Responsibility:

- 8.1.1.** If a Complaint is directed to the attention of the ALLIANCE, all relevant information will be forwarded to the associated Member Association for follow up and/or investigation.
- 8.1.2.** Upon notification of a Complaint, the ALLIANCE will report the situation and all relevant information to the Ontario Hockey Federation who will notify the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines.
- 8.1.3.** If a Complaint is addressed to the ALLIANCE but relates to an action within a Member Association, the ALLIANCE President will request the relevant Member Association to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Association to be dealt with in accordance with this policy and the Member Association policies.



ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

8.1.4. All complaints must be filed on the ALLIANCE Complaint intake form (see Appendix F)

8.1.5 The ALLIANCE will provide an annual report to the OHF on or before June 1 each year that will include: (a) The number of complaints of harassment, abuse, bullying and misconduct received, (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit, and (c) the number of Speak Out training sessions held and number of certified participants.

8.2 ALLIANCE Member Association Responsibility:

8.2.1 Member Associations shall designate one person or committee to accept complaints originating from within their organization. This person or committee will be identified to the Member Association Risk Management Committee at the beginning of each season.

8.2.2 All complaints must be filed on the ALLIANCE Complaint intake form (see Appendix F)

8.2.3 Upon receipt of a Complaint submitted to the Member Associations' designated person, the designated person shall forward a copy immediately to the ALLIANCE Executive Director (or designate)

8.2.4. It is the policy of the ALLIANCE that any and all situations involving Harassment and Abuse must be reported to the ALLIANCE and subsequently to the OHF.

9. INVESTIGATION

9.1 In order to remain impartial for the purpose of hearing appeals, the ALLIANCE will not engage in investigations except: (a) where it is inappropriate for the Member Association to do so, or (b) if the initial investigation was conducted incorrectly as determined by the ALLIANCE, or (c) if the complaint is of one Member Association from another Member Association.

9.2 All investigations of harassment, bullying or misconduct will be conducted in accordance with the ALLIANCE Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the ALLIANCE President and where third party confidentiality is required the report may not be provided. Upon the final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.

9.3 When the ALLIANCE is conducting an investigation, the report resulting from there will be received by the ALLIANCE Executive for review and determination.

9.4 The ALLIANCE will use an Independent Fact Finder to conduct an ALLIANCE initiated investigation.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

9.5 Any decision for the ALLIANCE to contact the police on the basis of the Investigation Report will be made by the ALLIANCE President.

9.6 ALLIANCE Member Association Responsibility:

9.6.1 ALLIANCE Member Associations are required to oversee all investigations within their jurisdiction.

9.6.2 Once directed to do so, an ALLIANCE Member Association may not cede its responsibility to:

9.6.2.1 complete the investigation and;

9.6.2.2 render a decision within the specified timeframe.

9.6.3 The failure of an ALLIANCE Member Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the ALLIANCE President or ALLIANCE Executive Committee.

9.6.4 ALLIANCE Member Associations are encouraged to employ the services of a professional investigation firm or individual, be it that of the ALLIANCE or another approved firm or individual.

9.6.5 ALLIANCE Member Associations must file a copy of the investigation report with the ALLIANCE Executive Director.

10. INVESTIGATION DECISIONS

10.1 The following decisions resulting from any investigation may be made:

10.1.1 the complaint is with merit;

10.1.2 the complaint is without merit;

10.1.3 there is insufficient information to enable a conclusive decision to be made;

or

10.1.4 the complaint is outside of the jurisdiction of the investigating body.

11. DISCIPLINE

11.1 Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the ALLIANCE and/or within any of the ALLIANCE Member Association or member thereof found in violation of the Hockey Canada Policy on Harassment, Abuse and Bullying or the OHF Speak Out Policy or the OHF Code of Conduct or the ALLIANCE Code of Conduct or the ALLIANCE Speak Out Policies and procedures may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Constitution, By-Laws and Regulations.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

- 11.2** Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the ALLIANCE and/or any of the ALLIANCE Member Associations who knowingly brings a false complaint against an ALLIANCE participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Constitution, By-laws and Regulations.
- 11.3** Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse or bullying may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the ALLIANCE President or other designate on a case by case basis in accordance with the ALLIANCE Constitution, By-laws and Regulations.
- 11.4** Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the ALLIANCE Constitution, By-Laws and Regulations.

12. SANCTIONS

a) When directing appropriate disciplinary sanctions, the ALLIANCE and or its Member Associations shall consider factors such as:

- 1 - The nature and security of the harassment and bullying information
- 2 - Whether the harassment and bullying involved any physical contact
- 3 - Whether the harassment and bullying was an isolated incident or part of an ongoing pattern.
- 4 - The nature of the relationship between the complainant and the respondent.
- 5 - The age of the Complainant
- 6 - Whether the respondent has been involved in any previous harassment and bullying incidents.
- 7 - Whether the respondent admitted responsibility and expressed a willingness to change.
- 8 - Whether the respondent retaliated against the complainant

b) In directing disciplinary sanctions, the ALLIANCE and or its Member Associations may consider the following options, singly or in combination, depending on the nature and severity of the harassment and bullying:

- 1 - Verbal apology
- 2 - Written apology
- 3 - Letter of reprimand from the ALLIANCE
- 4 - A fine or Levy
- 5 - Referral to counseling
- 6 - Removal of certain privileges of membership or employment
- 7 - Temporary suspension with or without pay





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

- 8 - Termination of employment or contract
- 9 - Suspension of membership
- 10 - Expulsion from membership
- 11 - Publication of the details of the sanction
- 12 - Any other sanction which the ALLIANCE and or its Member Associations may deem appropriate

c) Failure to comply with a sanction as determined by the ALLIANCE and or its Member Associations shall result in automatic suspension of membership in the ALLIANCE and or its Member Associations affiliated with the ALLIANCE, until such time as the sanction is fulfilled.

d) Notwithstanding the procedures set out in this policy, any individual participating in ALLIANCE business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the ALLIANCE for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the ALLIANCE in accordance with this policy.

13. APPEALS

- 13.1** Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with ALLIANCE Constitution; Article 19.
- 13.2** It is the policy of the ALLIANCE that the qualifications of the ALLIANCE Harassment and Abuse Appeal Members may include, but is not restricted to: Child Psychology, Mediation, Education, Law, Medicine, Hockey and who has attended a Hockey Canada Speak Out clinic.

14. AMENDMENTS

- 14.1** Any amendments or changes in the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of Hockey Canada and or the Ontario Hockey Federation shall automatically amend or change the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of the ALLIANCE in accordance therewith.
- 14.2** ALLIANCE Member Associations have the ability to enhance the ALLIANCE Speak Out Policies and Procedures. A copy of the ALLIANCE Member Associations Speak Out Policies and Procedures must be filed with the ALLIANCE Executive Director.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

APPENDIX A – Risk Assessment Tool & Rating

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 Questions to consider when assessing the risk level associated with each position.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position have access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Is the person in this position required to make physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

**If you answered "Yes" to any question above
here are some suggested steps:**

- Reference Check
- Police Record Check
- Regular supervision
- Participant evaluation of position
- Specific behaviour code is provided





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

APPENDIX B - Position Design and Description – Revised June, 2007

Position Design:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

Position Description:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Location	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.

Sample Design and Description: House League Head Coach

The following is a sample Head Coach position design and description:

Position Title:	House League Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 15
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • oversee all team activities • manage the safety of the participants • comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, ALLIANCE, OHF and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out! • Must have Coach Level certification or Development 1 qualification.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Boundaries & Limitations:	The Head Coach is bound by the ALLIANCE Code of Conduct and all rules, regulations, by laws, articles and policies of the ALLIANCE.
Orientation & Training:	All new coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head Coach is responsible to the club, association, league President and Board of Directors.
Benefits:	All Head Coach positions are eligible for various volunteer awards





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Appendix C – Revised June, 2007

APPLICATION TO WORK WITH A MINOR HOCKEY TEAM:

Team applying to: First Choice

Division	Category
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Team applying to: Second Choice

Division	Category
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Team Presently With (if applicable):

Team Name	Division	Category
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A copy of a Criminal Record Check must accompany this application form for all persons listed below if one has not been previously submitted. A Criminal Record Check must be submitted every Four (4) years. Please place Criminal Records Check in an envelope with the persons name and “Criminal Records Check” shown on the envelope.

1. Position:

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Business	Fax Number	Email	
Criminal Records – Date issued		Coach Certification ALLIANCE # –	
Initiation Program Certification ALLIANCE # -			
Body Checking Certification ALLIANCE # -			
HTCP (Trainer) Certification ALLIANCE # -		Speak Out Certification ALLIANCE # (if applicable) -	





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

2. Experience:

3. List all Coaching Staff suspensions your team has received this past season

Name	Number of Games	Offence





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Do you wish to disclose any previous record(s) of Offences?

Official Charge	Date of Conviction

An Interview may be required before Staff is selected.

Please forward application to:

Name:

Address:

City/Town:

Postal Code:

Email address:





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Appendix D – Revised June 2007

Local Association Harassment / Abuse Monitoring Form

ALLIANCE Policy: It shall be the policy of the ALLIANCE that all Member Associations must provide documentation of their Harassment / Abuse implementation efforts to the ALLIANCE on an annual basis. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded to the OHF at the conclusion of each season.

Please indicate the status of each of the 10 Steps of Screening for the prevention of Harassment / Abuse in your Association.

	Implemented	Working Towards
Job Designs	_____	_____
Job Applications	_____	_____
Application forms and Process	_____	_____
Recruitment	_____	_____
Interviews	_____	_____
Reference Checks	_____	_____
Police Record Checks	_____	_____
Orientation and Training	_____	_____
Supervision / Evaluation	_____	_____
Participant Follow Up	_____	_____

Comments / Explanations: _____

Local Association Name: _____

Local Association President: _____

Date: _____





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Appendix E – Revised June 2007

SPEAK OUT POLICIES FOR ALLIANCE OFFICIALS

POLICIES AND DEFINITIONS

This appendix sets out the principles and practices of the Minor Hockey Alliance of Ontario (ALLIANCE) for on-ice officials with regard to abusive behaviour towards participants. Each Official within the Minor Hockey Alliance of Ontario is to comply with these policies. For the complete policy, please visit the ALLIANCE website at www.alliancehockey.com

OFFICIALS:

One of the most prominent areas in hockey where abuse and harassment are evident is in the domain of officiating. For some reason, many people believe that the sport culture allows them to exhibit abusive or harassing behaviours towards officials. Where younger officials are involved, it is quickly learned that it is easier to try and ignore the maltreatment than to penalize it. To assign a penalty means further intimidation to the referee; to ignore the behaviour means the focus is on the game rather than on the official. The result is many young officials leave the officiating ranks. Carrying out their role becomes too painful!

When it comes to abuse and harassment during the competition, all officials need to make use of the playing rules and guidelines within hockey to deal with these occurrences. Support from Local Association administrators and supervisors will enhance this course of action. However abuse and harassment can occur in other relationships within the officiating community.

SUPERVISORS

Supervisors have a profound impact on young officials. Their role is to not only coach the official but to also provide constructive criticism and evaluation of the official's performance. They have significant authority over future assignments and advancements.

Guidelines:

- Treat young officials with respect.
- Give feedback in a constructive manner, rather than an intimidating manner.
- Support the learner and the learning process.
- All Supervisors must follow the ALLIANCE Supervisors manual

ASSIGNORS

Assignors are in the position of deciding which official will referee specific games. As a result, they have considerable power over young men and women who are wishing to work and gain experience.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Guidelines:

- Officials should be assigned according to their skills and caliber of play.
- Assignors need to know the physical and emotional limitations of their officials.
- Assignors must never use their position to intimidate or demoralize an official.
- Officiating is usually a hobby and needs to be valued as such.

PEERS

In many sports, officials work in teams. The concept of “team” must be utilized at all times.

Guidelines:

- The role of officials is to ensure that the sport is played fairly and safely by both sides. Officiating is an apprenticeship that most often occurs during the actual competition.
- When there are concerns between officials, they need to be discussed in an appropriate place, such as the dressing room or office, not during the game.
- Officials need to encourage each other as often as possible throughout the competition.
- Harassment and Abuse should be reported to the Association Referee-in-Chief.

DRESSING ROOMS/OFFICES

Although the dressing rooms or offices for officials are usually quite small, it is important that an area be reserved for officials as they prepare for the upcoming competition.

Guidelines:

- Any inappropriate behaviour in the dressing room must be reported to the District Referee-in-Chief.
- When male and female officials work together, it is **never** appropriate to change or dress in the same space at the same time. One gender should dress first while the other waits outside the dressing room: then vice versa.
- Once both genders are fully dressed, they can share the room in preparation for the competition, but leave the door open.
- Only officials and their supervisor are allowed in the official’s room.
- When supervisors are talking with one official the door should be left open.
- Officials use two-deep system, i.e. always have a third person present.

DISCIPLINE

There will be times when it is necessary to discipline an official.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Guidelines:

- All disciplinary action must be respectful of the person while addressing the inappropriate behaviour. It should never be abusive or harassing in nature.
- Ridicule is not an acceptable form of discipline.
- Association Referee-in-Chief is to follow the Disciplinary policy in the ALLIANCE Hockey manual.

DUTY TO REPORT

It is the responsibility of an official to be aware of situations where players are being harassed or abused. If an official feels that a player is being harassed or abused they must report it. Please follow these procedures:

Guidelines:

- Write down as much information as possible. (The teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul, if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident.)
- DO NOT WRITE THIS ON THE GAME SHEET.
- Send this report to the ALLIANCE Hockey Office.
- Do not discuss this with anyone except your fellow officials of the game. Ask them for their input if they witnessed this incident. (Although we want this reported, you must be positive of your decision.) A person's name and reputation could be on the line.
- If you are not sure whether to write it up or not, contact the ALLIANCE Hockey Office for their advice.

Police Record Checks:

All adult on-ice officials are to provide Police Record Checks.

All officials, supervisors, and instructors who are 18 years of age or older will require a police record check in order to officiate, supervise or instruct. Once the individual has been cleared, a Police record check will be required every 4 years. These Police Record Checks should not be more than 4 months old when submitted.

Guidelines:

- Obtain Police Record Check from Police
- Place Police Record Check in sealed envelope
- Write your name on envelope and "Police Check"
- Deliver envelope to Certification / Re-Certification Clinic Administrator





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

ALLIANCE HOCKEY POLICE RECORD CHECK POLICY

This policy is designed to identify any person who poses a risk to children, youth or other vulnerable persons.

Police Record Checks (PRC) are probably the most misunderstood element of screening. Too many people believe that doing a PRC means that the person has been screened, nothing could be further from the truth. A positive police record tells one thing - the individual has been convicted of a crime.

It is important to know if someone has been convicted of an abuse or harassment offense. PRC's do serve a purpose, particularly in the case of high risk positions, as it signals in a very public way that the ALLIANCE is concerned about the safety of their young athletes and officials.

This policy will begin in the 2007/2008 season. All officials, supervisors, and instructors who are 18 years of age or older will require a police record check on an annual basis in order to officiate, supervise or instruct. Once the individual has provided a criminal record check and been cleared, a subsequent criminal record check will be required every 4 years. Police Record Checks shall not be more than 4 months old when submitted.

Applicants are responsible to obtain the criminal record check at their own cost and submit the form at their recertification or certification clinic prior to them officiating. They are to have the PRC results released to them directly. This places more control into the hands of the individual and allows him or her to make the decision whether or not to share the results.

If they agree to release it, the PRC shall be provided in a sealed envelope at their recertification or certification clinic. The PRC will then be sent to an independent designate selected by the ALLIANCE Executive Committee. This designate would review all the police checks. This person should have a "professional designation", such as: police, doctor, banker, lawyer, judge or principal. They would be focusing on areas such as: trafficking in controlled substances, child pornography, sexual offenses, assault causing bodily harm, robbery and aggravated assault.

The ALLIANCE Hockey Office must supply this designated person with a list of registered officials within their Region.

This designate will contact the Technical Director-Referees to inform them of the Officials who have not passed their criminal record checks. The TD-Referees may then contact the local Referee-in-Chiefs to inform them of any failed checks.

If the designate has a concern such as where the police have identified a criminal conviction, he/she would forward it on to an appointed Committee selected by the ALLIANCE Executive made up of individuals that have a "professional designation". Their duties would be to review the offense and determine the risk involved in a confidential manner. Officials who have not passed their criminal records check are not eligible to officiate until the ALLIANCE appointed Committee advises the Technical Director-Referees of their eligibility.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

It is very important that this policy be consistently practiced and that there be no "behind the doors" decision making.

An official may not attend a re-certification clinic without a completed Police Record Check. Thus, they will be not be allowed to officiate until a completed Police Record Check has been submitted, approved and they have completed the appropriate recertification clinic.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

CRIMINAL OFFENCE DECLARATION

Name: _____

ALLIANCE Hockey Association: _____

ALLIANCE Hockey Referee Number: _____

Please check all applicable positions:

Instructor: _____ Supervisor: _____ Coordinator: _____

I, _____, hereby declare that:

I have no convictions for offenses under the Criminal Code of Canada as outlined in the ALLIANCE Hockey Police Record Check Policy for Referees, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offenses under the Criminal Code of Canada as outlined in the ALLIANCE Hockey Police Record Check Policy for Referees, for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

Signature: _____ Date: _____

Please send in a sealed envelope marked “**Criminal Offence Declaration – Confidential**” to:
Risk Management Officer, ALLIANCE Hockey Office.

Office Use Only: Received on _____

Recorded by _____





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Appendix F – Revised June, 2007

COMPLAINT INTAKE FORM

Please note the following:

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Definitions are provided in Appendix A.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
- The ALLIANCE cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the ALLIANCE may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Fax or email completed form to (519) 273-2114 or www.alliancehockey.com

Please complete the following:

4. Person making the complaint: Player Parent Volunteer Official Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

5. Person on whose behalf the complaint is made: (to be completed if different from above)

First Name		Last Name	
Birth Date (day / month / year)			

6. Name of person(s) against whom you are complaining:

First Name		Last Name	
Title/Role		Name of Association/Club	
First Name		Last Name	
Title/Role		Name of Association/Club	





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

7. When did the last incident occur? (date): _____

8. Please check the ground(s) that best describes your complaint:

A. **Harassment (refer to Appendix 1 below)**

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
---	--	--

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

B. **Abuse (refer to Appendix 1 below)**

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
--	---	--	---

Please note: Neither the ALLIANCE, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

Bullying (refer to Appendix 1 below)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
--	--	--	--

C. **Misconduct (refer to Appendix 1 below)**

Please note: Complaints of misconduct will generally be directed to your local Association or Club for formal or informal resolution according to that organization's constitution or policies.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

6. Particulars: Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved (Name and title/role)?
4. What happened?
5. How were you treated differently from others (if at all)?
6. How do the incident(s) relate to the ground(s) you selected?
7. Remedy/Resolutions you are seeking

Day/Month/Year _____ Signature of Complainant _____





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

Appendix 1: DEFINITIONS

The following are definitions will be used to determine the grounds on which the complaint is made and the process to address it.

The ALLIANCE acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the ALLIANCE Code of Conduct and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attack by taunting them).

Harassment

Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

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.

Neglect

A general definition of neglect is the 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. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

ALLIANCE CODE OF CONDUCT

The Code of Conduct identifies the standard of behaviour that is expected of all ALLIANCE members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, referees, employees and others involved in ALLIANCE activities and events.

The ALLIANCE is committed to providing an environment in which all individuals are treated with respect. Members and participants of the ALLIANCE shall conduct themselves at all times in a manner consistent with the values of ALLIANCE which include fairness, integrity and mutual respect.

During the course of all ALLIANCE activities and events, members shall avoid behaviour which brings the ALLIANCE or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-prescription drugs and use of alcohol by minors.

The ALLIANCE members and participants shall at all times adhere to the ALLIANCE's operational policies and procedures, to rules and regulations governing ALLIANCE events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the ALLIANCE.

Members and participants of the ALLIANCE shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the ALLIANCE shall refrain from comments or behaviours which are disrespectful, offensive, abusive racist or sexist. In particular, behaviour which constitutes harassment, abuse, or bullying will not be tolerated, and will be dealt with accordingly. .

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the ALLIANCE. Such action may result in the member losing the privileges which come with membership in the ALLIANCE, including the opportunity to participate in ALLIANCE activities and events, both present and future.





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

FAIR PLAY CODES

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.

Signature

Date





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

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 and support
- I will not ridicule or yell at my players for making mistakes 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

Signature

Date





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

PARENTS

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his or her enjoyment, not for mine
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
- I will never ridicule or yell at my child for making a mistake or losing a game
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents
- I will never question the officials' judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from children's hockey games
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child

Signature

Date





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules
- I will avoid or put an end to any situation that threatens the safety of the players
- I will maintain a healthy atmosphere and environment for competition
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators
- I will be consistent and objective in calling all infractions, regardless of my personal feeling toward a team or individual player
- I will handle all conflicts firmly but with dignity
- I accept my role as a teacher and role model for fair play, especially with young participants
- I will be open to discussion and contact with the players before and after the game
- I will remain open to constructive criticism and show respect and consideration for different points of view
- I will obtain proper training and continue to upgrade my officiating skills
- I will work in cooperation with coaches for the benefit of the game

Signature

Date





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards
- I will respect the officials' decisions and I will encourage participants to do the same
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials
- I will show respect for my team's opponents, because without them there would be no game
- I will not use bad language, nor will I harass players, coaches, officials or other spectators
- I will leave the playing arena when requested to do so by a game official

Signature

Date





ALLIANCE HOCKEY

SPEAK OUT POLICIES & PROCEDURES

LEAGUE ADMINISTRATORS

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified

Signature

Date

