

A Guide
to Minor
Hockey
in Delhi.

2012-
2013

This document is to provide information and expectations for participants, including Players, Team Officials, and Parents about Policies and Procedures of the **Delhi Minor Hockey Association**.

Manual of
Operations
Information
Handbook

Delhi Minor Hockey Association

Manual of Operations

Table of Contents

A) Code of Conduct.....	3
B) Conduct and Discipline.....	4
C) Registration.....	5
General Information	
Rates	
Online Registration	
Refunds	
Fundraising Fee	
Rep Fee	
D) Coaching Staff.....	7
Coach Selection	
Certification	
Insurance	
Rosters	
Police Checks	
E) Player Team Allocation.....	9
Player Selection	
Offer of Commitment	
Affiliated Players	
F) Equipment.....	11
Assignment	
Player	
On Ice coaches/volunteers	
G) Ice Allocation.....	12
H) Games.....	13
Referees	
Time keepers	
Gamesheets	
Gate Keepers	
I) Miscellaneous.....	14
Parent/Player Games	
Bulletin Board/Website	
Picture Day	
Fundraising	
Admission Passes	
Newspaper	
J) Executive.....	15
2012-2013 Members	
Procedure to Address	
K) Risk Management Appendix	

A) CODE OF CONDUCT

1. This Code of Conduct identifies the standard of behaviour which is expected of all D.M.H.A. members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, and employees involved in D.M.H.A. activities and events.
2. D.M.H.A. is committed to providing an environment in which all individuals are treated with respect. Members and participants of D.M.H.A. shall conduct themselves at all times in a manner consistent with the values of O.M.H.A., which include fairness, integrity and mutual respect.
3. During the course of all D.M.H.A. activities and events, members shall avoid behaviour that brings D.M.H.A., the O.M.H.A. or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
4. D.M.H.A. members and participants shall at all times adhere to O.M.H.A.'s operational policies and procedures, to rules and regulations governing D.M.H.A. events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of D.M.H.A.
5. Members of D.M.H.A. shall refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular behaviour that constitutes harassment or abuse will not be tolerated, and will be dealt with under O.M.H.A.'s Harassment Policy.

B) CONDUCT/DISCIPLINE

1. Coaches are to enforce the "No Smoking" policy in dressing rooms.
2. No player or hockey official will be allowed to participate in a D.M.H.A. program if s/he has indulged in alcoholic beverages or illegal drug use immediately prior to the event. All infractions of this rule should be reported immediately to D.M.H.A. Executive Officials.
3. Swearing and profane language will not be tolerated during hockey D.M.H.A. events. The cooperation of all adults in this respect is requested and shall be expected by the Delhi Minor Hockey Executive.
4. Defacing property of D.M.H.A., the arena and dressing rooms is prohibited. Teams or persons responsible will be held accountable.
5. The behaviour and conduct of all participants in the Association is the responsibility of every member of the D.M.H.A. and any infraction shall be reported to the Executive of D.M.H.A. who will then inform the President for the appropriate action to be taken. However, the coach and manager of any team are responsible for players during any game or practice.
6. Anyone found in possession of D.M.H.A. property or equipment, which has not been issued to them by a coach, convener, or Executive shall come before the Discipline Committee of the Association.
7. No unauthorized persons shall be in a D.M.H.A. team dressing room.
8. The team coach and/or manager shall ensure that two responsible adults, who have received the Prevention Service Abuse & Harassment training and have passed a Police Record Check, remain in the dressing room with the team at all times to control discipline.
9. There will be at least two team officials in the dressing room when there are kids (players) in there.

C) REGISTRATION

• General Information

Registrations are accepted on a first come first serve basis. Payment may be made by VISA, Mastercard (online only), Cash or Cheque. Cheques may be post dated for September 1, 2012.

Cheques are to be made payable to “Delhi Minor Hockey”. Registrations will only be accepted with appropriate payment for the registration fee, fundraising fee if applicable, and all required documentation. A late fee of \$50.00 will be applied to late registration of returning DMHA players. Registration will be considered “late” if received after September 1.

Bank charges will be applied to any NSF cheque.

All new players to DMHA must provide a copy of the player’s birth certificate for proof of age. New players to DMHA that were **previously registered with another association** must provide past team history for the last two years.

Players, registering for the first time with DMHA, who live at a rural route address or live outside of the town of Delhi must provide mileage information as follows:

- 1.Mileage, in km, from player’s residence entrance and/or mail box to Delhi’s post office.
- 2.Mileage, in km, from player’s residence entrance and/or mail box to the next closest neighbouring hockey centre(s)’ post office.
- 3.911 address

Note: All players who are rostered to the centre’s OMHA representative teams must meet the requirements of the residency rule as given in the OMHA Manual of Operations.

• Registration Rates for 2012-2013

Beginner Program	learn to skate	\$275.00
Mite		\$435.00
Tyke		\$435.00
Novice	born 2004 or later	\$435.00
Atom	born 2002, 2003	\$435.00
Peewee	born 2001, 2000	\$435.00
Bantam	born 1999, 1998	\$435.00
Midget	born 1997, 1996, 1995	\$435.00
Family Rate	3 or more players	\$1,100.00
Family Rate	4 or more players	\$1,300.00

- **.. ONLINE REGISTRATION.** Go to www.delhirockets.com and follow the instructions. All other registrations may be handed, mailed or delivered directly to the DMHA Registrar. Registrations will not be accepted by telephone or fax. In person registration is held in August each year, check website for date. All fees must be paid at the time of registration. Any special requests, such as **Jump Start or Kidsport**, for payment must be made known to the treasurer or registrar. Such requests will be considered on an individual basis

- **.. Registration Refunds:**

New Players: Within the first 30-days of the season, "new players" will receive a full refund minus administrative costs. Administration Costs include \$50.00 handling fee and a \$25.00 insurance fee.

Players Who Move: Any player who moves outside of D.M.H.A. will have his/her registration fee reimbursed if requested. The amount refunded will be prorated on the amount of the season played.

Players Who are Injured: Any player who, due to a non-hockey related injury on a doctor's instruction, is not allowed to continue to play hockey may receive a prorated refund. A letter from an attending physician must accompany the request for refund.

All other requests will be dealt with on an individual basis by the Delhi Minor Hockey Executive.

- **Fundraising Fee**

Fundraising Fee suspended for the 2012/2013 season.

- **Rep. Fee**

Additional Fee for Southern Counties (Rep.) Teams: Any player selected to a rep team must pay the following amount; Novice thru to Midget \$90.00

This fee is due at the time the Player signs the "Offer of Commitment" and will not be permitted to participate in any game (League or Exhibition) until it is paid. Payment may be made by cash or cheque.

Any concerns or questions, contact the Registrar. Contact the Treasurer about cheques being cashed, receipts, etc.

D) COACHING STAFF (Team Officials)

•.. Coach Selection

Any person wishing to coach a team must fill out an application form and submit it before the deadline for the current season. Each applicant for head coach must participate in an interview by the coaching committee. The coaching committee will bring back recommendations and a vote will be conducted by the executive for the head coach of each team. Applications for positions other than head coach will be forwarded to the head coach for the appropriate level requested.

Each team is allowed a maximum of five coaching staff officials on the roster (OMHA). They must be named in the following order:

Head Coach – Position 1

Trainer – Position 2

Manager – Position 3

Assistant Coach or Assistant Trainer- Position 4

Assistant Coach or Assistant Trainer – Position 5

Only Rostered Coaches, Assistants, Trainers or Managers are allowed on the bench. You may NOT recruit a substitute Manager to be on your bench. Any Manager that is on the bench must be rostered to your team.

Note:

If you intend on carding two assistant coaches, and two trainers in addition to the head coach you should card your second trainer as a 'Manager'. The “trainer” should then be put on the game sheet as the “manager” at every game he/she attends from that point on, as he/she is the official carded manager.

The head coach should provide the League Convenor (- Rep, - Local) with a list of his coaching staff as soon as they are chosen. They are subject to approval by the Delhi Minor Hockey Executive before they may be officially rostered.

•.. Coaching Certification Requirements

The complete chart is located in the OMHA Manual of Operations.

Simplified, if you are coaching:

Novice LL or lower =CHIP or Coach Stream (minimum)

Atom LL= CHIP or Coach Stream (minimum)

All other LL = Coach Stream(minimum).

Novice Rep or Atom Rep. = Coach Stream (minimum)

Pewee Rep and higher = Coach D1(minimum).

EVERY PERSON ON THE BENCH MUST HAVE: **Prevention Services** - also known as the “**Speak Out Abuse & Harassment Clinic**” or “**Respecting Sport**” which is an online course through the OMHA website.

Coaches and Trainers

If your Coach/Trainer OMHA Certification has expired, you are not permitted to be on the bench until you have been recertified.

Any coach or trainer rostered to a team for DMHA may go on the bench for another team. As well, DMHA can “card” Trainers-At-Large and Coaches At-Large. These Trainers and Coaches may fill in on the bench for any team and long as they have the proper certification for that team.

Trainers on every team must have Health Information of every player and an Emergency Action Plan arranged. It is the Head Coaches responsibility to make sure all of this is in place. Requirements are outlined in the Trainers Clinic.

Please ask the head trainer if you are not sure.

•..**Insurance Coverage**

All on-ice helpers or volunteers must be registered with the DMHA or they are simply not allowed on the ice to help at a practice. This means that the DMHA must submit their names and pay insurance to the OMHA in order for them to go on the ice. This list should include anyone outside of rostered, coaches, trainers and assistants. All outside instructors must have their own insurance.

•...**Rosters**

All players must be 'Rostered' immediately after being assigned to a team. A list of the team players should be provided to the registrar after final team selection so that the Rostering process can begin. New players to DMHA must present a copy of their birth certificate to the registrar. Only DMHA registered players are allowed to skate for tryouts.

Towards the end of September there will be a Coaches meeting. At this time, coaches will be given their offer of Commitment Papers for their players, A.P forms and forms for the Coaching staff. It allows the OMHA to confirm that players are only Rostered to one team and allows the OMHA to confirm insurance coverage for its players. Upon completion, the registrar will process the forms to the OMHA Regional Executive Member for approval. This process can take some time.

Rosters must be approved by the OMHA Regional Executive Member before a team can participate in a tournament.

You may be requested to provide a Team Roster. You must provide it if requested. This is especially important during tournaments and the playoffs.

- **Police Checks**

Everyone that will be involved with a team must have a Police check done. You can get a request letter from Delhi Minor Hockey and currently there is no cost involved when you have this request letter. If you have had one completed under another organization, DMHA will accept the previously completed Police Record Check, if was done within the past 4 months.

Individuals are required to complete a Police Record Check every three years. Once accepted to a position of trust, the member must tell the D.M.H.A. Executive if she/he is charged, tried or convicted of any offense under the *Criminal Code* or under other provincial or federal statutes.

No Team Official can be rostered or on the Bench until all required certification is complete.

E) PLAYER TEAM ALLOCATION

- **Player Selection**

1. Conditioning Practices

All registered players are invited to try out for the Rep. Team in their division. All players are guaranteed 3 practice times before any “team selection” is made.

2. Team Selection for Representative Teams

First Selection is to be done at the end of the 3 practices. Players will be advised by the Rep coach whether or not they have made the first selection and tell them of their next practice time. Additional ice time may be necessary to make the final team selection, at the discretion of the coach.

3. Final Selection

Representative Teams

The number of players per team will depend on the final number of players registered, the number of teams per division, and the needs of the Head Coach. Target for final selection of the Rep. Teams will be September 30 –October 5.

4. Team Assignment

Players will be assigned to a Southern Counties Rep. or a Southern Counties Local League team by early October.

Multiple Teams in Local League Division

When total registration numbers warrant two or more Local League teams in a Division, the objective is to have each team equally competitive. If a mutual agreement on the division of players is not possible by the Head Coaches involved, the Player Selection Committee will be asked to intervene. The Delhi Minor Hockey Local League Convenor will Chair this Committee. Their decision will be final.

If there is a request for a player to be on a specific team that he/she has not been selected for that player **maybe** moved provided that:

The team that the player is moved from is compensated by a player of the same skill level from the team that the player is moving to.

Coached should be in agreement about any “trades.” If not, the Player Selection Committee decision will be final.

- **Offer of Commitment**

Forms must be filled out by each player upon team assignment. The **Rep Fee** must be paid by **Rep. Players** at this time. Commitment forms must be submitted to the Registrar. Signatures of the **Head Coach, Convenor**, and both the **player** and **parent/guardian** are required on the OMHA Offer of Commitment Form.

- **Affiliated Players or “APs”**

A player may be affiliated to another team, that is, play on another team when other team players are sick, on vacation or injured. *Each player may be affiliated to only one team.*

The head coach to which the player has been affiliated, will invite the Affiliated Player (AP) to play. A.P.s must **first** play for the team to which they are rostered.

Communication between the two Coaches is a must. The rostered coach must approve the Affiliated player’s participation for each game requested.

Each team is allowed to have a maximum of 19 Affiliated Players. Although a player may be affiliated to a team up until January 15, (OMHA Manual of Operations), the majority of players will be affiliated by **November 1st** or shortly after.

A player may be affiliated in three ways:

1. A player may be affiliated from a lower division Rep League Team to a higher division Rep League Team, (for example, Novice Rep to Atom Rep).
2. A player may be affiliated from a Local League Team to a Representative Team within the same division (for example, Atom Local League to Atom Rep)
3. A player may be affiliated from a lower division Local League Team to a higher division Local League Team (for example, Atom Local League to PeeWee Local League).

There is a **formal process** that must be followed to affiliate a player. In general the AP process is a negotiated one. ***Coaches need to be reasonable about their AP requirements.*** If a coach intends to AP a player, he/she must call that player's:

1. Coach - the coach signs the AP form to acknowledge consent
2. Parents - a parent/guardian signs the AP form to acknowledge consent.
3. It is the player's right to refuse to be AP'd to a team.

Coaches will be provided with Affiliated Player Forms in late September. These Affiliated Player Forms must then be approved by your League Convenor. If you need to AP additional players later in the season, additional forms can be filled out. Please call **the registrar** if you would like to AP additional players and need more forms. Complete the form, return the form, the registrar will contact the OMHA Regional Executive Member (REM) to get approval.

The AP players will appear on the updated roster. Always keep a copy of your most up to date roster and health information for all players including the Affiliated Players with you.

F) EQUIPMENT

- **Assignment:**

The Equipment Coordinator's responsibilities include ordering equipment (with Executive consent), repairing equipment, and assigning equipment. Contact the equipment coordinator for information about equipment for tryouts or team use.

Team sweaters will be issued to each team through the equipment coordinator. ***Players are not permitted to take sweaters home.*** Lockers will be assigned to each team at the beginning of the season. All equipment shall remain in their respective lockers unless a game is being played. It is the responsibility of all coaches to take sweaters and equipment from lockers, distribute them to players, collect them after the game, and to return them to their lockers. The conveners will see that this is done and that lockers are not left unattended while unlocked.

Sweaters must be returned clean at the end of the season. Head Coaches are directly responsible for any "missing sweaters" at Seasons' end.

A pail of pucks will be issued to each team at the start of the season. Please contact Equipment Coordinator if your supply runs out.

Goalie equipment may be assigned to players and will be collected at year-end as authorized by the Equipment Coordinator.

Members may borrow equipment for use while attending Clinics or non DMHA hockey events upon approval of the Executive.

- **Player's Equipment**

All players must follow O.M.H.A. equipment regulations.

Coaches and Trainers should ensure that their players are wearing proper equipment including a neck guard and a mouth guard. All players must wear an approved mouth-guard during ALL on-ice functions. When a player fails to properly wear a mouth guard on the ice during a game, he will be assessed a 10 minute misconduct penalty. CSA stickers on Helmets must be visible.

All DMHA players must have their **helmets** done up properly, wear **neck guards** and **mouth guards** during practice, pre-game warm-ups and games. The penalty for not complying with this policy shall be as follows:

- § 1st infraction shall result in a warning being given,
- § 2nd infraction shall result in a 2 game suspension, and
- § 3rd infraction shall result in a 5 game suspension.

Any DMHA Board Member can enforce this policy. The Board Member shall notify the appropriate convenor of either the Rep. or Local League.

- **Equipment of On Ice Coaches/Volunteers**

All coaches must wear helmets on the ice. The helmets must be properly fitted and done up. Volunteers, registered with DMHA as players, but helping with a younger team, must wear full equipment. A volunteer, 16 years of age or older and not registered with DMHA as a player, must wear a helmet. An **older player** helping with a **younger team** must be **helping the younger team** or they will be asked to leave.

G)ICE ALLOCATION

Each team will receive an allocation of ice from the ice scheduler at the beginning of the season. Every effort will be made to ensure your team gets its fair share of ice time. Periodically ice time will need to be cancelled for one reason or another. Every reasonable effort will be made to make up time for those teams who have had their ice time bumped.

If your team cannot use their allocated Ice Time, it is your responsibility to advise the ice scheduler as soon as you become aware of your conflict-**minimum 5 days' notice**. Delhi Minor Hockey is required to notify Norfolk County 72 hours prior to time slot in order to avoid paying for empty ice.

Teams will only use their allocated ice times. Any extra Ice used without the approval by the Ice Scheduler will be paid for by the individual team. Teams are **not** allowed to “swap” ice time without Ice Scheduler approval. The most up to date and accurate Ice Schedule is on the website. Check it often.

Ice time allocations change from year-to-year. The previous year's allocations have nothing to do with the current year. No ‘special’ requests can be made.

H) GAMES

•.. Referees

Referees will be assigned through the proper channels. At no time will a Coach ever be required or permitted to arrange for their own Referees. It is the responsibility of the Coach/ Manger to keep the Convener (-Rep, -Local Leagueor –Tyke) informed as to the teams activities. (i.e. Exhibition Games, Tournaments, etc.)

Delhi Referee-in Chief is Terry Brady. A referee is never permitted to officiate a game alone.

•.. Timekeepers

It is the responsibility of the Home Team to provide competent time keepers for all games. They can be parent volunteers, or sibling volunteers, or community volunteers. Volunteer Hours for High School credit will be issued by Delhi Minor Hockey upon request and verification from the Head Coach involved. Time clock training will be provided to anyone who asks

•.. Game Sheets

It is advised that coaches make sure that the game sheet has been properly filled out (ie correct codes) immediately after the game sheet is provided to you. If there are any necessary changes you should have the game sheet corrected through the time keeper (if at all possible). It will be up to the referees’ discretion as to whether or not they allow people to enter the dressing room after any game. If you are unable to have the game sheet corrected, you must contact the appropriate league representative immediately and advise him about your issue

•.. Gatekeepers

Gatekeepers will be hired for each hockey season to be stationed at the entrance to the arena for every D.M.H.A. Rep. home game. People with Season Passes will be required to show them. It will not be assumed everyone has one. Gatekeeper to be setup 1 hour and 15 minutes prior the game start time and remain until the end of the first period of the last game scheduled.

I) MISCELLANEOUS

- **Parent Player Games**

Even though this type of game is not encouraged, the following will apply if you choose to hold one. Parents (participants)-not team officials or team volunteers- that participate in parent/player games are not insured. Please make sure this is very clear to anyone who is going to participate. Parents (participants) are required to sign a release form before going on the ice.

- **Bulletin Board / Website**

The DMHA bulletin board is located in lobby. The upcoming week's schedule is posted on it, as well as other DMHA information.

DDMA website is www.delhirockets.com and is a very useful communication tool.

Please check it often. The **most current schedule** will be on the website, not necessarily the bulletin board.

- **Picture Day**

The Delhi Hockey Moms organize Picture days for all individuals and teams. Details will be made available through the Coaches and the lobby bulletin board as they become finalized.

- **Fundraising**

No individual team may fundraise unless the fundraising has been approved by the Delhi Minor Hockey Executive. Ideas for fundraising for DMHA as a whole may be directed to the fundraising chair or any Executive Member.

- **Admission Passes for Regular Season Games**

Admission Passes are available for sale at the start of the season. Anyone with a pass must present it to the Gate keeper upon entry to the arena. Currently, there is no Admission Fee for Local League Interlock Games.

- **Newspaper**

Please report all of your scores to the Delhi News-Record. When reporting, please use your sponsor's name. You can assign a parent volunteer to do a short write up and fax it to the paper. If they have the information, perhaps they will print it. Please ensure permission from parents to use names of players when reporting to the newspaper.

J) DMHA EXECUTIVE 2012-2013

Title	Person Responsible	Phone	e-mail
President	Luanne Fakelman	519-443-5734	luanne@delhirockets.com
Past President	Brian Abele	519-582-1583	brian@delhirockets.com
First Vice	Colin McCallum	519-582-3616	doc@delhirockets.com
Second Vice	Robert Shrubb	519-582-3747	rob@delhirockets.com
Secretary	Maggie Knelsen	519-842-8056	maggie@delhirockets.co
Treasurer	Laura Wardell	519-586-7405	laura@delhirockets.com

Directors

Travis Linn	519-582-8933	travis@delhirockets.com
Joanne Shrubb	519-582-3747	joanne@delhirockets.com
Jason Hale	519-582-1615	jason@delhirockets.com
Dave Edmonds	519-582-3457	davee@delhirockets.com
Dave Kochany	519-582-2263	davek@delhirockets.com
Mitch VanWynsberge	519-582-2737	mitch@delhirockets.com
Jason Crandall	519-528-0889	jasonc@delhirockets.com
RJ Filip	519-427-4942	rj@delhirockets.com

Committees/Positions

<i>Rep Convenor</i>	Colin McCallum	<i>LL Convenor</i>	Travis Linn
<i>Tyke Convenor</i>	Dave Kochany	<i>IP Program</i>	Jason Hale
<i>Ice Scheduler</i>	Joanne Shrubb	<i>Equipment</i>	Dave Edmonds
<i>Rep Tournament</i>	Rob Shrubb	<i>Fundraising</i>	Dave Kochany
<i>LL Tournament</i> (Novice, Pee wee, Bantam)	Mitch VanWynsberghe	<i>LL Tournament</i> (Atom, Midget)	RJ Filip
<i>Risk Management</i>	Brian Abele	<i>Website</i>	Jason Hale
<i>Head Trainer</i>	Rob Shrubb	<i>Sponsorship</i>	Jason Crandall

• Procedure to Address the Executive

Anyone wishing to address the Executive must be in good standing with Delhi Minor Hockey. A signed letter or e-mail to the President at least one week prior to the next meeting date stating the purpose for the request will be allowed to address the Executive. They will then be asked to leave, so the Executive can discuss the concern. They may return to the meeting to get the decision of the Executive. Once the concern has been dealt with they will be asked to leave and the Executive meeting will continue.

Delhi & District Minor Hockey Association

“Abuse and Harassment Policy”

“Risk Management”

“Fair Play Manual”

TABLE OF CONTENTS

Introduction	2
Definitions	3
Screening Procedures	4
Disciplinary Procedures	4
Rules and Guidelines	5
Allegations of Abuse or Harassment	7
Complaints and Concerns	8
Code of Contact- Association	8
Code of Conduct – Players, Parents and Spectators	9
Code of Conduct – Coaches and Team Officials	10
Summary	11

INTRODUCTION

The Delhi & District Minor Hockey Association has been operating ice hockey programs in Delhi and the surrounding area for many years. Our programs were developed to provide the youth of our community with the opportunity to participate in an organized team activity which encouraged the development of hockey skills, promoting the ideals of fair play and sportsmanship, and provide an avenue for social skill enhancement. Our Association’s programs are continually developing. The Association annually reviews its programs via input from its participants and other individuals associated with

Delhi & District Minor Hockey. The Association recognizes the toll the daily operations and management of the programs and events takes on its volunteers and the need for continued growth.

Delhi & District has recognized the need to put in writing a manual that outlines the expectations of its membership, as an administrator, participant, coach, team official, volunteer or spectator. Every individual must know and understand their role within the Association and must abide by the rules and regulations, which are outlined within.

1. To reduce the risks that verbal, psychological, emotional, physical or sexual harassment or abuse happening to anyone within our Association.
2. To create measures which allow the Association to move quickly and decisively if abuse or harassment does occur.
3. To provide an avenue for individuals to bring their concerns forward with the knowledge that their concerns will be addressed and if necessary, acted on in a timely fashion .

Delhi & District Minor Hockey Association welcomes any feedback from its membership for improvement. The Association's desire is to guarantee the participants experience is rewarding, enjoyable, and free from abuse and harassment.

The Association will continue to eliminate all forms of abuse and harassment.

Behaviors that are not conducive to the Association's objective will not be tolerated. The Association's first priority is to protect the membership. At the same time, coaches, team officials, parents, etc. can also be targets of abuse and harassment and the Association will endeavor to eliminate such, no matter who the individual is and who the target is.

DEFINITIONS

The following are definitions of behaviors which the Association is attempting to eliminate and these definitions will guide the Association's anti-abuse and harassment efforts.

1. Abuse -The maltreatment or lack of care that causes harm to another.
2. Harassment-Comments, conduct or gestures that are insulting, intimidating, humiliating, malicious, degrading, unsolicited, or unwelcome attention or actions which annoy another individual. Harassment can include the following:
 - a. Condescending, patronizing, threatening or punishing actions which undermine self esteem.

- b. Practical jokes which cause awkwardness or embarrassment or may endanger a person's safety.
 - c. Hazing, unwanted physical contact.
 - d. Discriminatory contact.
 - e. Retaliation for having raised a concern, filed a complaint, etc.
3. Assault: Intention application of force by one person against another.
 4. Sexual Assault: Assault committed in circumstances of a sexual nature.
 5. Child Abuse: Any form of physical, emotional or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. Also an abuse of power of authority and/or breach of trust.
 6. Neglect: Chronic inattention to the basic necessities of life, such as food, shelter, and clothing. In the context of Delhi & District Minor Hockey, neglect could infer inattention or ignoring safety issues such as leaving children alone at the rink.
 7. Sexual Harassment: Acts of sexual harassment are unwanted, uninvited remarks, gestures, or actions of a sexual nature that make an individual feel unsafe, degraded or uncomfortable.
 8. Verbal Abuse: Screaming, yelling, name calling at a group or individual especially when it is repeated or consistent.
 9. Emotional Abuse: Attacks on an individual's self esteem. Emotional abuse takes many forms including but not limited to name calling, threatening, ridiculing, berating, intimidating, isolating, hazing and discriminating.
 10. Physical Abuse, Assault: When an individual purposely injures or threatens to physically harm another person. This can include but is not limited to slapping, hitting, shaking, kicking, pulling hair, throwing, grabbing or hazing.
 11. Sexual Abuse: "... the misuse of power by an individual who is in authority over a child for the purpose of exploiting a child for sexual gratification"

Delhi & District Minor Hockey is not trying to outlaw physical contact. Sexual harassment is not:

- A hug between friends.
- Mutual flirtation.

- Sincere and personal compliments.
- A spontaneous show of affection.

Coaches and other team officials will be meeting with the parents and players to discuss these issues in order to establish ground rules. If an individual is uncomfortable with these rules, it is up to them to discuss them with the coach.

SCREENING PROCEDURES

Any volunteer, coach, assistant coach, trainer, manager etc. having contact with the children within the Association must obtain a police check. We currently require a new police check every 3 years.

DISCIPLINARY PROCESS

The following disciplinary processes will be used to deal with breaches of the Codes of Conduct. Players and team officials are subject to a disciplinary process that conforms to established OHF regulations. Parents and spectators who have been identified as breaching the established code of conduct will be subject to the disciplinary process as outlined as follows.

1. Disciplinary Process for Players, Coaches and other Team Officials.

To initiate a complaint of misconduct or a serious occurrence, the event must be documented. The written report will have all the details including date, time, person/people involved and an accurate description what happened. This will be submitted to the Rep Convener (if a rep team is involved) or HL convener (if HL team is involved)

- a. Complaints, penalties, suspensions or breaches of the Code of Conduct may first result in a warning letter being sent to the individual.
- b. If the breach of Code is not remedied or is serious enough, an individual may be called to a disciplinary hearing. A meeting of the Association's Disciplinary Committee will be convened within a reasonable time frame to review the incident and make a ruling on any future disciplinary action deemed necessary.
- c. The Disciplinary Committee will hear evidence related to the incident(s) including speaking to the individual and to others who witnessed or have knowledge of the incident(s). If a player under the age of eighteen is the subject of the hearing, a parent or a guardian must accompany him or her.
- d. The Disciplinary Committee will make a decision using OMHA, OHF guidelines where applicable. A letter detailing the result of the hearing and the consequences, if any, will be sent to the individual and a report will be made at the next Delhi & District Minor Hockey Executive Meeting detailing the incident, and the resolution. A copy of the report will be kept on file with the Association.

2. DISCIPLINARY PROSEDURE FOR PARENTS AND SPECTATORS:

- a. Parents will be introduced to the Codes of Conduct through this handbook at the team's initial start of season meeting. This handbook is available at the Delhi Rockets website, www.delhirockets.com.
- b. If an individual breaches the Code of Conduct, a representative from the Executive will speak to the individual, explain the problem behavior, the fact that it will not be tolerated, and refer him/her to the published Code of Conduct. A warning may be issued or if the infraction is severe enough, step c. will be implemented immediately.
- c. If the individual continues to breach the Code of Conduct, he/she will be required to meet with the Disciplinary Committee. The Disciplinary Committee will report its findings to the Minor Hockey Executive. A decision will be made as to what actions will be taken to remedy the situation up to and including a ban from arenas/venues where the Association's activities take place.
- d. If the individual ignores the rulings imposed on him/her, the police will be called.

RULES AND GUIDELINES

The Associations' risk management measures are primarily focused on fostering the high standards set out in the Code of Conduct and encouraging individuals to use common sense, discretions, and good judgment in preventing and eliminating abuse and harassment. The following are ten specific rules or guidelines which will be monitored during the season.

1. No locked dressing room doors:
 - Doors to dressing rooms must remain unlocked at all times when occupied. Rooms may be locked when individuals are not in the room as a measure of security for the items contained within.
2. Individuals should not be alone with a single child:
 - No individual should ever be alone with any child at any time.
3. "Two deep Rule"
 - There should always be two adults in a room with a group of players.
4. People in the dressing room.

- Coaches and other team officials will meet with the players prior to the start of the game. At that time all other individuals will be asked to leave the room. The door may be closed but not locked.
- After the game the Coach and other team officials will again meet with the players. No other people will be allowed in the room. The door can be closed but not locked.
- In the younger divisions, Atom and below, parents are expected to assist their children changing before and after ice times. Coaches will not be expected to do this.
- In Peewee, Bantam and Midget divisions, parents and other individuals must remain clear of the dressing rooms.

5. Transportation

- Parents are reminded that it is their responsibility to provide transportation for their children to and from Association activities.

6. Parents picking up players after games or practices.

- Parents must be on time to pick up their children following activities of the Association. When they are not, representatives of the Association, usually the Coaches, are placed in a very awkward position and saddled with an unfair burden of responsibility. The Association may take action if a parent or guardian is consistently late.

7. Team meetings

- All teams will have at least one team meeting before the start of the regular season. All players, parents, and team officials are invited and expected to attend this meeting. At that time this handbook will be referenced. It is recommended all families be familiar with the contents of this handbook, as everyone will be expected to abide by it.

8. Association representation.

- As much as it would be nice to have Executive representation at every game or practice a Delhi team is involved in it is virtually impossible for this to happen.

9. To touch or not to touch.

- The Association’s intention is to prevent and eliminate abuse and harassment, not to forbid individuals from touching one another. i.e. a coach patting a player on the back.

10. Making judgments, even when it is difficult.

- The fact that Delhi & District Minor Hockey Association is not making hundreds of rules trying to cover every situation should not be misunderstood. Safety of all who participate in the Association’s activities, especially children and youth, is of paramount concern. Parents, Coaches, Assistant Coaches, Managers, Trainers, and Executive Members are required and expected to take action in the face of breaches of the Code of Conduct. In addition, all adults are required by law to report to the authorities if they “have reasonable grounds to suspect that a child is or may be in need of protection.”

ALLEGATIONS OR DISCLOSEURES OF ABUSE OR HARASSMENT

Wherever possible the Association will deal with breaches of the Codes of Conduct through internal mechanisms. However if the misconduct is such that it constitutes a imminent or immediate threat, the Association must and will involve outside authorities, including the police, and/or Children’s Aid Society. In addition, if and when a child or youth alleges, reports or discloses abuse, or if abuse or neglect is suspected, the individual who learns of it, along with the Association, are morally and legally bound to report the matter to the appropriate authorities. The process that will be followed in both cases is:

1. If a child discloses or makes an allegation of abuse, he/she must be assured of protection and care and reassured that he/she can continue to participate. The individual receiving the disclosure will not attempt to interview the child.
2. The matter will be immediately reported to the Children’s Aid Society and the Norfolk County OPP will be asked for direction and these directions will be followed immediately.
3. The Association will not notify the individual against whom the allegations have been made. However once the authorities have done so, the individual will be suspended from all involvement in the Association’s activities until such a time as the situation is resolved. This may not seem fair; however the Association’s first responsibility is to protect the child.
4. The Association will make decisions immediately about communication regarding the incident. The President will act as spokesperson. The Charter of Rights and Freedoms establishes that a person charged with an offence has the right to be presumed innocent until proven guilty, and the Association will take every precaution not to defame an individual.

5. The Association will assist the authorities but WILL NOT conduct a parallel internal investigation.
6. Only following the completion of an official investigation by the appropriate authorities, will the Association decide on any appropriate action regarding the involvement of the individual within the Association. The Association may suspend any individual charged with a provincial or federal offence pending the disposition of the charge if the offence is essentially related to the position that individual holds. If convicted of an offence, the Association may dismiss the individual if the offence is essentially related to the position and if there are reasonable grounds to believe that he/she poses a significant risk to children and others.
7. The Association will from time to time review its risk management efforts and revise as necessary.

COMPLAINTS AND CONCERNS

A process has been created to provide participants, team officials, parents and other an avenue to use if they have concerns and/or complaints that they think should be addressed by the Association. It is important for everyone to become familiar with the definitions of abuse and harassment the Association has adopted. Complaints and allegations can be very serious and should not be made lightly or maliciously.

It is recommended and preferred that concerns in questions be reviewed and resolved at the team level in a matter that is both professional and away from the players. The Association recommends that a mandatory twenty-four hour “cool down” period be exercised to allow immediate and elevated emotions from interfering or compounding the situation.

Therefore, individuals should follow this process and not send complaints to the Association unless the situation involves allegations of abuse or harassment. In this case the individual should contact the President of Minor Hockey. The complaint or allegation must be in writing.

RESOLVING COMPLAINTS OR CONCERNS

1. Complaints or concerns should be directed to the team’s coach. The situation should be discussed in a calm and reasonable manner to try to reach an agreement or solution. The coach is required to keep a record of the discussion and its results. These discussions must not take place in the presence of players or younger children. Please remember the twenty-four hour (cool down) rule.
2. If the concern cannot be resolved at the team level, the HL Convener or the Rep. Convener (depending on whether team involved is a HL team or Rep team) will be notified. He/she will speak to the parties involved and try to offer a solution that works for everyone. If this does not solve the problem, the President will be notified. If a solution still cannot be realized, the President may call a meeting

within a reasonable time frame, which will involve himself, the Disciplinary Committee, and all parties to the problem.

3. If necessary, the Association will seek advice from the OMHA Risk Management Director.

CODES OF CONDUCT

Code of Conduct for the Association

The Executive of the Delhi & district minor Hockey Association will:

- ✓ Do their best to see that all children are given the same chance to participate regardless of gender, ability, ethnic background or race.
- ✓ Discourage any program from being primarily an entertainment for spectators.
- ✓ Make sure all prudent and reasonable, appropriate and necessary measures are taken to protect the safety of all members of the Association and others.
- ✓ Remember that play is done for its own sake and ensure that winning is kept in the proper perspective.
- ✓ Appropriately and properly screen those who provide a service on behalf of the Association. Strive to have coaches and team officials who are capable of promoting fair play as well as the development of good technical skills.
- ✓ Distribute, publicize, and enforce the Codes of conduct within the Association.
- ✓ Not use the position within the Association for financial gain.
- ✓ Understand and accept that a violation of this Code may result in disciplinary action.

Code of Conduct for Players

As a player, I will:

- ✓ Make a commitment to my teammates by attending all practices, games, meetings, and special events and always play to the best of my ability.
- ✓ Respect my coaches at all times and remember that my coaches are providing me with the opportunity to learn and play the game of hockey.
- ✓ Respect the safety of others by playing the game within the rules.
- ✓ Understand and accept that a violation of the Code may result in disciplinary action.

Code of Conduct for Parents and Spectators

As the parent of a player or spectator, I will:

- ✓ Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport.
- ✓ Recognize that at a hockey arena, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
- ✓ Respect the decisions of the coaches, whether at practice, games or special events. I will be positive and encouraging to all players at all times.
- ✓ Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
- ✓ Never verbally abuse a coach, assistant coach, etc. and remember that they have very difficult jobs. I will not undermine them by contradicting, interfering, or questioning their character, motivation or judgment in public.
- ✓ I will not engage in or encourage gossip.
- ✓ I will follow the guidelines of the Abuse and Harassment Policy and Fair Play Manual if I have complaints or concerns.
- ✓ Understand that a violation of this Code may result in disciplinary action.

Code of Conduct for Coaches and Team Personnel:

I understand that as a coach, assistant coach, manager, trainer, assistant trainer, I am in a position of trust and authority, and I will:

- ✓ Teach my players to play fairly and respect the rules, their opponents and the officials.
- ✓ Remember that players play to have fun and must be encouraged to have confidence in themselves.
- ✓ Remember that players need a coach they can respect. I will be generous with praise and set a good example.
- ✓ I will do my best to be a competent coach, assistant, etc. I will be well prepared for all practices and games. I will always put forth my best effort.
- ✓ I will direct comments at an individual's performance and not at the individual.
- ✓ I will not ridicule players for making mistakes or for performing poorly.
- ✓ I will co-operate with officials and refrain from public criticism of them or of other coaches. I will put my concerns in writing and send them to the proper individual.

- ✓ Communicate with my players and their parents regularly throughout the season to ensure that everyone is clear about the rules and expectations, so the team has a shared goal for the season.
- ✓ Emphasize the importance of the player and the parent's Code of Conduct and hold my team members and their parents accountable for compliance.
- ✓ Recognize and accept that violations of the Code may result in disciplinary action.

SUMMARY

It is the sincere hope of every member of the Association that no one will ever jeopardize the image of the Delhi and District Minor Hockey Association.

By following the above Code of Conduct and by conducting one's self in a mature and professional manner at all times, everyone will meet the expectations and requirements of our Association.

Once again, Delhi and District Minor Hockey Association welcomes any feedback from its membership for improvement. The Association's desire is to guarantee that a participants experience is rewarding, enjoyable and free from abuse and harassment. Behaviors that are not conducive will not be tolerated.