

SUN COUNTY AAA MINOR HOCKEY ASSOCIATION

SECTION - BY-LAWS

BY-LAW NO.1

A by-law relating to the transaction of the affairs of the SUN COUNTY AAA MINOR HOCKEY ASSOCIATION.

2.1- AFFILIATION:

2.1.1- The S.C.M.H.A. shall be comprised of hockey players from the following centres: Amherstburg, Belle River, Essex, Erie North Shore, Tecumseh-Shoreline, Southpoint, and other centres as designated by the MEMBER PARTNER OF THE OHF. Teams will be composed of players from these centres, selected at try-outs prior to the season's start.

2.2- ADMINISTRATIVE YEAR:

Unless otherwise ordered by the Board of Directors, the administrative year of the Corporation shall terminate on the thirtieth (30) day of April in each year.

2.3- BOARD OF DIRECTORS:

2.3.1- For the first year only, the Board of Directors shall be appointed by the affiliated Associations, all Associations will be equally represented. The Executive will be elected at the first meeting of the appointed Board of Directors; the Board shall appoint vacant Director positions.

THEREAFTER

2.3.2- Composition

a)- The affairs of the Corporation shall be managed by a Board of eleven (11) Directors, each of whom at the time of his election or within ten (10) days thereafter and throughout his term of office, shall be a member of the Corporation.

b)- The Board of Directors may also appoint at its sole discretion Directors at Large to a maximum of two (2) to assist in or carry out specific duties on behalf of the Directors. The term of office for the Directors at Large shall be one year.

c)-Each Director shall be at least eighteen (18) years old.

d)-Each Director shall be elected to hold office until the second Annual meeting after his election. Notwithstanding the above, his term may be extended by the Board until a successor has been elected and qualified. In no case shall the term of office be more than thirty (30) months.

2.3.3- Vacancies on the Board of Directors, however caused, may so long as a quorum of Directors remain in office, be filled by the Directors from qualified members of the Corporation, if they see fit to do so. Otherwise such vacancy shall be filled at the next A. G. M. If there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancies.

2.4- CONFLICT OF INTEREST AND INDEMNIFICATION-BOARD OF DIRECTORS:

2.4.1- Indemnification

All elected executive, Directors, appointed officers, staff, volunteers and their heirs, executors,

administrators, estate and effects, respectively shall at all times, be indemnified out of the funds of the Corporation, from:

- a) all costs whatsoever that the person incurs in any proceeding that is brought against the person for anything whatsoever, made, done or permitted by the person in the execution of the duties of their office.
- b) all costs that the person incurs in, or in relation to the affairs of the Corporation, except the cost occasioned by the person's own willful neglect.

2.4.2 – Conflict of Interest

- i) A Director or other Active Member shall declare that he/she has a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter before the committee/Board of which they are a member (e.g., when one of their children is a player involved in the situation under consideration). Once a conflict of interest has been declared, said Director or member shall withdraw from the meeting while discussion and voting takes place on the matter in question.
- ii) Every Director or other Active Member who is directly or indirectly interested in an existing contract or proposed contract with the Corporation shall declare his/her interest and absent himself/herself from decisions on the contract. A general notice given to the Board or relevant committee shall be a sufficient disclosure of interest. If a member has made a declaration of his/her interest in a proposed contract he/she is not accountable to the Corporation or to any of its members or creditors for any profit realized from the contract, and the contract is not voidable by reason only of his/her holding office or of the fiduciary relationship established thereby.

2.5- QUORUM AND MEETINGS - BOARD OF DIRECTORS:

2.5.1 - A majority of the Directors shall form a quorum for the transaction of business. Except as otherwise required by law, the Board of Directors may hold meetings as it may from time to time determine.

2.5.2- Directors meetings may be formally called by the President or Vice-Presidents or by the Secretary on direction in writing by three (3) Directors.

2.5.3- The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meetings no notice need be sent.

2.5.4- The Directors may consider or transact any business, either special or general, at any meetings of the Board.

2.6- VOTING - BOARD OF DIRECTORS:

2.6.1- Questions arising at any meeting of directors shall be decided by a majority vote. In case of any equality of votes, the President shall cast the deciding vote. All votes at such meetings shall be taken by ballot if so, demanded by any director present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry made to that effect in the minutes, shall be admissible in evidence as prima facie proof of the fact.

2.6.2- In the absence of the President, their duties may be performed by the Vice-President Administration, or the Vice- President of Hockey as defined in "Duties of the Vice-President Administration" and "Duties of the Vice-President Hockey". Should neither Vice President be able,

another Director may perform the duties of the President as the Board may from time to time appoint for the purpose.

2.6.3- The position of Past President shall not be permitted to vote in any matters of the Board.

2.6.4- Where all the Directors present at or participating in the meeting have consented thereto, any Director may participate in a meeting of the Board or of a Committee of the Board by means of conference telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other and a Director participating in such a meeting by such means is deemed to be present at the meeting.

2.7- POWERS - BOARD OF DIRECTORS:

2.7.1- The Board of Directors may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation in it's name, any kind of contract which the Corporation may lawfully enter into and generally may exercise all such powers and do all such other acts and things as the Corporation is by it's charter authorized to exercise and do.

2.7.2- The Board of Directors are empowered from time to time to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of securities land, buildings, and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration and upon such terms and conditions as they may deem advisable.

2.7.3- The Board of Director shall have the power to enact Rules and Regulation that govern the S.C.M.H.A.

2.7.4- The Board of Directors shall have the power to appoint, remove and suspend or discipline any team, manager, coach, player, trainer or other official connected with any team under the jurisdiction of the Association.

2.7.5- Each year the appointment of the Head Coach of each team shall be made by the Board of Directors subsequent to the A.G.M. The Coaches Selection Committee shall present their recommendations to the Board. Each applicant must complete and submit the required application form as designated by the Board of Directors.

2.8- REMUNERATION OF DIRECTORS:

The Directors shall receive no remuneration for acting as such.

2.9- OFFICERS OF THE CORPORATION:

The Executive shall include the President, Vice-President Administration, Vice-President Hockey, Secretary and Treasurer. Additional Officers shall include the Director of Equipment, Director of Scheduling, Director of Coaches and Player Development, Director of Registration, League Liaison, Director of Hockey Relations and two (2) Directors at Large. The Board shall be comprised of the Executive and all Additional Officers. One person may hold more than one office, except the offices of President and Vice-President. The Officers of the Corporation shall be elected or appointed at a general meeting of the members duly called for that purpose. Persons nominated for President, Vice-President Administration and Vice-President Hockey shall have served a previous two-year term on the Board of Directors of the Corporation. If however no person is nominated who meets the criteria of a two year term, the Board of Directors may appoint a current Director to fill the vacancy.

- Any member of the Board may select other individuals to assist them in their duties.

2.10- DUTIES OF PRESIDENT:

2.10.1- The President shall, when present, preside at all meetings of the members of the corporation and of the Board of Directors. The President shall be charged with the general management and supervision of the affairs of the Corporation and shall be an ex-officio member of all committees.

2.10.2- The President shall be the President of the Discipline Committee.

2.10.3- The President shall not be a Coach/Manager or any carded official with any team under the S.C.M.H.A. umbrella.

2.11-DUTIES OF VICE-PRESIDENT ADMINISTRATION:

2.11.1- The Vice-President Administration is responsible for all administrative matters pertaining to the S.C.M.H.A. 2.11.2-The Vice-President Administration shall be the President of the Liaison Committee.

2.11.2-The Vice-President Administration shall be the President of the Tournament Committee.

2.11.3- During the absence or inability of the President their duties and powers may be exercised by the Vice-President Administration.

2.11.4- They shall be responsible for the activities of the Directors at Large, Registrar and the Director of Equipment.

2.11.5- They shall report to the President.

2.12- DUTIES OF VICE-PRESIDENT HOCKEY:

2.12.1- The Vice-President Hockey shall act as the representative of S.C.M.H.A.to the Member Partner of the OHF and the League.

2.12.2- They shall be responsible for all teams in the S.C.M.H.A. in all hockey matters.

2.12.3- They shall be the President of the Coaches Selection Committee and prepare a slate of coaches for approval by the Board of Directors subsequent to the A.G.M.

2.12.4- They shall be responsible for obtaining adequate ice time for S.C.M.H.A. teams to play and practice.

2.12.5- During the absence or inability of the President and Vice-President Administration, the Vice-President Hockey may exercise the duties and powers of the President.

2.12.6- They shall be responsible for the activities of the Director of Scheduling, Director of League Contacts and Director of Coaches and Player Development.

2.12.7- They will meet with the coaches and managers on a monthly basis to listen to concerns, resolve any problems and to assist the Director of Coaches and Player Development with the monthly coaches training.

2.12.8- They shall not be a Coach/Manager or any carded official with any team under the S.C.M.H.A. umbrella.

2.12.9- They shall report to the President.

2.13- DUTIES OF SECRETARY:

2.13.1- The Secretary shall be the clerk of the Board of Directors and shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose.

2.13.2- They shall give all notices required to be given to the members and to the Board of Directors and shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation, which they shall deliver only when authorized to do so and only to such person or persons as authorized by the Board of Directors.

2.13.3- They shall perform such duties as may from time to time be determined by the Board of Directors.

2.13.4- They shall update and maintain the S.C.M.H.A. website.

2.13.5- They shall report to the President.

2.14- DUTIES OF TREASURER:

2.14.1- The treasurer shall keep full and accurate accounts of all receipts and disbursement of the Corporation in proper books of account.

2.14.2- They shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.

2.14.3- They shall disburse the funds of the Corporation under the direction of the Board of Directors.

2.14.4- They shall render to the Board of Directors at the regular meetings an account of all the transactions as treasurer and report as to the financial position of the Corporation.

2.14.5- They shall be responsible for having an audit of the S.C.M.H.A. prior to the A. G. M. and for obtaining copies of said audit.

2.14.6- They shall forward a copy of the annual budget, when set by the Board of Directors, to the MEMBER PARTNER OF THE OHF head office.

2.14.7- They shall be a member of the Registration Committee.

2.14.8- They shall report to the President.

2.15- DUTIES OF DIRECTOR OF EQUIPMENT:

2.15.1- They shall be responsible for all matters relating to team equipment including but not limited to sweaters, socks, first-aid equipment, water bottles and pucks.

2.15.2- They shall make recommendations to the Board regarding replacement of sweaters and equipment.

2.15.3- They shall store all equipment and keep same in a state of good repair.

2.15.4- They shall develop a system to keep track of equipment distribution and the return of it.

2.15.5- They shall be responsible for the upkeep and maintenance of the S.C.M.H.A. equipment room.

2.15.6- They shall be responsible for the upkeep and maintenance of the S.C.M.H.A. U16 dressing room.

2.15.7- They shall report to the Vice-President Administration.

2.16- DUTIES OF DIRECTOR OF SCHEDULING:

2.16.1- They shall be responsible for all matters related to the scheduling of ice-time including games and practices.

2.16.2- They shall attend all league meetings.

2.16.3- They shall report to the Vice-President Hockey.

2.17- DUTIES OF DIRECTOR OF COACHES AND PLAYER DEVELOPMENT:

2.17.1- They shall be responsible for instituting a program of Player and Coaches Development.

2.17.2- They shall be responsible to co-ordinate training and training materials for the monthly coaches meeting.

2.17.3- They shall not be a Coach/Manager or any carded official with any team under the S.C.M.H.A. umbrella.

2.17.4- They shall report to the Vice-President Hockey.

2.18- DUTIES OF DIRECTOR OF HOCKEY RELATIONS:

2.18.1 They shall coordinate information to "promote" the direction and goals of S.C. AAA M.H.A.

2.18.2 They shall coordinate 'publicity to encourage support of S.C. AAA M.H.A.

2.18.3 They shall perform any other duties as directed by the Executive.

2.18.4 They shall report to the Vice-President Administration

2.19- DUTIES OF DIRECTOR OF REGISTRATION:

2.19.1- They shall be responsible for all matters relating to the registration of players and the liaison with the Local Associations in regard to registration and player movement

2.19.2- They shall keep records of registration and team composition.

2.19.3- They shall report to the Vice-President Administration.

2.19.4- They shall chair the Registration Committee.

2.20 - DUTIES OF DIRECTOR OF LEAGUE CONTACTS:

2.20.1 - Correspond, attend meetings and conferences, and liase as required to represent the interests of S.C.M.H.A.to the organizations that govern minor hockey In the Province of Ontario.

2.20.2 - Correspond, attend meetings and liase as required with the following centres: Amherstburg, Belle River, Essex, Erie North Shore, Tecumseh-Shoreline, Southpoint, and other centres as designated by the MEMBER PARTNER OF THE OHF.

2.20.3– Organize a meeting with the designated centres at the start of the season and at the conclusion of

the season but prior to try outs.

2.20.1 - Ensure the Association follows the Rules and Regulations that are established by the governing bodies of minor hockey that have jurisdiction over S.C.M.H.A.

2.20.2 - Attend Provincial Championships as a representative of the governing body.

2.20.3 - Co-ordinate the completion and collection of all Canadian Hockey Association (CHA) cards.

2.20.4 - They shall report to the Vice-President of Hockey.

2.21- DUTIES OF DIRECTOR AT LARGE

2.21.1 - Shall perform duties as directed by the Executive which, inter alia, may include:

- bingo and fundraising activities
- Tournament organization
- other duties to assist Directors in carrying out their duties

2.21.2 - Shall report to the Vice President of Administration.

2.22 - DUTIES OF PAST PRESIDENT

2.22.1- The retiring President shall automatically assume the position of Past President.

2.22.2 - They shall act in an advisory capacity to the Board of Directors.

2.22.3 - They shall perform any other functions directed by the Board of Directors.

2.22.4- This position may be filled with the previous past president should the most recent individual elect to not return.

2.22.5- The Past President shall not be a voting member of the Board of Directors.

2.23- DISCIPLINE OF BOARD MEMBERS

2.23.1 A member of the Board of Directors may be censured, suspended, expelled or removed from the Board of Directors for:

- Breach of the By Laws or Rules and Regulations of S.C.M.H.A.
- Failing in his fiduciary obligation to act honestly, in good faith and in the best interest of S.C.M.H.A. and its members
- Failing to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- Failure to attend three (3) consecutive regularly scheduled monthly Board of Directors Meetings.

2.23.2 A motion to discipline a member of the Board of Directors may not take place unless a special meeting of the Board of Directors has been called.

2.23.3 A vote of two-thirds (2/3) of the votes cast is required to enforce discipline of a member of the Board of Directors

2.24 - STAFF POSITIONS

2.24.1 - Establishing Staff Positions. The following standing Staff Positions may be appointed by the Board:

1. Legal Counsel
2. Risk Manager
3. Goalie Consultant

2.24.2 - Eligibility of Staff: To be in a Staff Position, a candidate must be a Member of the Association. Staff shall not be a Coach/Manager or any carded official with any team under the S.C.M.H.A. umbrella.

2.24.3 - Additional Staff Positions: The Board shall be authorized to establish such additional Staff Positions as may be required by the Association from time to time.

2.24.4- Appointments to Staff Positions: The Board shall appoint Members of the Association to Staff Positions, on such terms and conditions (including remuneration if thought appropriate) as the Board, in its discretion, shall determine. The Board in appointing a Member to such position must adequately determine the candidate has the required expertise to fulfill the duties of said positions. The Staff position of Legal Counsel and Risk Manager shall be a Member who are not on the Board of Directors.

2.24.5- Term of Position: Staff position terms shall be appointed annually by the Board of Directors and may be changed by resolution of the Board at any time and from time to time. For clarity, there are not term limits on Staff Positions.

2.24.6- Duties of Staff Positions:

1. Legal Counsel:
 - They shall provide legal advise and counsel to the Board and the Discipline Committee.
 - They shall report to the President.
2. Risk Manager:
 - They shall implement and enforce all Hockey Canada, OHF and Alliance Risk Management Programs;
 - They shall establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
 - They shall carry out volunteer screening as per policy and guidelines;
 - They shall assist as requested with implementation of Risk Management Programs;
 - They shall carry out other duties as assigned by the Board, Executive Committee, or the President.
 - They shall oversee parent/player orientations regarding code of conduct;
 - They shall manage player and member disciplinary/dispute resolution actions as directed by the President and the Discipline Committee;
 - They shall report to the President
3. Goalie Consultant:

- They shall implement and enforce all Hockey Canada, OHF and Alliance Goalie Development Programs;
- They shall implement, monitor and enforce the S.C. AAA M.H.A Goalie Development Policy;
- They shall work with the individual team goaltending coaches and be available to assist teams in any way needed to meet the needs of the goaltenders.
- They shall provide all ongoing goalie development training to coaches.
- They shall report to the Vice President of Hockey.

4. Bingo Coordinator

- Arrange training of volunteers
- Schedule volunteer bingo sessions based on dates assigned by Bingo Hall
- Provide honorarium to volunteers. Maintain volunteer fund and provide reports of the fund.
- Ensure volunteers are compliant with the Bingo Hall rules.
- Arrange uniforms for volunteers
- Prepare monthly OLG reporting for review and approval.
- Attend Bingo meetings (three to four per year).
- Act as Sun County contact for Charitable Bingo Organization
- They shall report to the Vice President of Administration.

2.25 - EXECUTION OF DOCUMENTS:

2.25.1- Deeds, transfers, Licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President or one Vice-President and by the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require same.

2.25.2- Contract Provisions

a)-Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, one Vice-President, and Treasurer or by any person authorized by the Board.

b)-Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which and the person or persons by whom any particular instrument, contract or obligation of the corporation may or shall be executed.

2.26- BOOKS AND RECORDS:

The Directors shall see that all necessary books and records of the Corporation required by the by-laws or by any applicable statute or law are regularly and promptly kept.

2.27- MEMBERSHIP:

2.27.1- Membership in the Corporation shall be open to all residents of the included affiliated associations and their parents or legal guardians, who are authorized by the MEMBER PARTNER OF THE OHF Rules and Regulations to play hockey in the S.C.M.H.A. and any other individuals who are

admitted as members by the Board of Directors.

2.27.2- Classes of Members

There shall be four (4) classes of members:

- a) Active players, only members while active in S.C.M.H.A.
- b) Parents or guardians of active players.
- c) Associate members, Including, but no limited to, coaches assistant coaches, managers, trainers and all volunteers who are approved and accepted as members by the Board of Directors.
- d) Life members, Life Membership is the highest honour that can be bestowed by this association and is awarded only for distinctive service to the association. Life membership shall be limited to ten (10) persons. The person or persons nominated for Life Membership shall be presented to the **A.G.M.** by motion. The Board of Directors may only present such motion for life membership.

With the exception of Life Members, to remain a member, each member shall pay annual membership dues and be willing to agree to and abide by the Rules and Regulations of the Corporation.

2.28- DUES & REGISTRATION:

There shall be dues or fees payable by members as shall from time to time be fixed by the Board of Directors, which are effective only until the next A.G.M. If dues or fees are not paid prior to or at registration the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees, plus any late fee, be reinstated. The Board may include membership dues for active players, parents and legal guardians in the active players' registration. The Board may waive dues for associate members.

2.28- ANNUAL AND OTHER MEETINGS OF MEMBERS:

2.28.1- The A. G. M. or any other general meeting of the membership shall be held at the head office or elsewhere in Ontario as the Board of Directors may determine. .29.2- At every A.G.M. in addition to any other business that may be transacted, the report of the directors, and a financial report shall be presented, a Board of Directors elected and an auditor appointed for the ensuing year.

2.29.3- The Board of Directors, the President, or Vice-President shall have the power to call at any time a General Meeting of the members. Public notice and advertisement of meetings, annual or general, shall be required, but it shall not be necessary to send to each member individual notice of such meeting; notice of the time and place of every such meeting shall be published and advertised twenty (20) days prior to the time fixed for holding such meeting.

2.29.4- No error or omission in giving of notice for a meeting of the Directors or of any meeting, whether Annual or General, of the members of the Corporation shall invalidate such meeting or make void any proceeding.

2.29.5- The order of Business at all meetings may be as follows:

- 1 CALL TO ORDER
- 2 MINUTES OF PREVIOUS MEETING
- 3 BUSINESS ARISING FROM MINUTES
- 4 TREASURER'S REPORT
- 5 REPORTS
- 6 UNFINISHED BUSINESS
- 7 NEW BUSINESS
- 8 CORRESPONDENCE
- 9 AMENDMENTS TO BY-LAWS (AT AGM)

10 ELECTION AND INSTALLATION OF BOARD OF DIRECTORS (at AGM)
11 ADJOURNMENT

2.30- ELECTIONS

2.30.1-At least one (1) month prior to the **A.G.M.** the current Board of Directors shall appoint a nominating/election committee composed of between three to five members from amongst the members of the Corporation. This committee shall prepare a slate of members for the positions on the Board of Directors, for election at the **A.G.M.** and be responsible for running the elections at the **A.G.M.**

2.30.2- Nominations for a position on the Board of directors shall be submitted to the President of the Nominations Committee, in writing, prior to the A.G.M. In the event that no nominations have been received prior to the A.G.M nominations may be made from the floor at the A.G.M. In the absence of a nomination the effected position shall remain vacant until such time as the Board of Directors fills the position by appointment. If the nomination is in writing and the person nominated has consented to stand for election, in writing, that person's attendance at the A.G.M. is not required.

2.30.3- All positions on the Board of Directors shall be for a two-year term. For as much as it is practicable fifty percent (50%) of the positions on the Board of Directors shall become due for election annually. For greater certainty the term of office of the President, Vice President Administration, Director of Scheduling, Registrar, League Liaison and Director of Equipment become open for election at the first A.G.M., the Secretary, Vice President Hockey, Director of Coaches and Player Development, Treasurer and Director Hockey Relations shall become open for elections at the next A.G.M. thereafter. At all subsequent A.G.M. positions shall become open for election bi-annually in a manner consistent with the above.

2.31- QUORUM OF MEMBERS:

A quorum for the transaction of business at any meeting of members shall consist of not less than five (5) members present in person.

2.32- VOTING OF MEMBERS:

2.32.1- Parents or guardians of active players, associate members and life members shall be entitled to a vote.

2.32.2- At all meetings every question shall be decided by a majority of votes of the members present in person. Every question shall be decided in the first instance by a show of hands, unless any member demands a secret ballot. In case of an equality of votes at any general meeting, whether upon a show of hands or as a result of a secret ballot, the President shall cast the deciding vote. In matters related to changes in the By-laws or Constitution a two-thirds (2/3) majority shall be required.

2.33- INTERPRETATION:

Any use of the male or female pronouns in this Agreement, whether "he," "she," "him," "her" or words or phrases to similar effect, shall have no significance in the interpretation and application of the terms, provisions and conditions of this Agreement, such use being solely for the sake of convenience.

Return to index

SUN COUNTY AAA MINOR HOCKEY ASSOCIATION

RULES AND REGULATIONS

revised 04-2003

3.1- TEAMS:

- Prior to June 1 of each year, S.C.M.H.A. shall register and submit the appropriate entry fee to the Member Partner of the OHF and the League.
- When considered in the best interest of S.C.M.H.A. it may cancel any team entry at any time.
- Entry of a team into the Member Partner of the OHF and the League, automatically binds that team, its officials and players to comply with the rules and regulations as set by the Member Partner of the OHF, and S.C.AAA M.H.A.
- Teams will be comprised of a minimum of 16 players selected at scheduled tryouts, prior to the first league game. Teams with less than 16 players require the approval of the Board of Directors.

Signing

- a) A player not offered to sign with a S.C.M.H.A. team by September 15th of the season shall be released upon request to try out at the next closest AAA centre.
 - b) S.C.M.H.A. teams must sign successful players prior to September 15th of that season and must immediately notify centres in the zone of their completed rosters. This notification will be done through the Registrar. Any player that will be signed after September 15th will require agreement of the home centre.
 - c) S.C.M.H.A. shall not release a player back to their home centre after November 1st of that season. If a player requests his release prior to November 1st, it must be in writing and S.C. AAA M.H.A. must release this player to the home centre.
 - d) In any event there shall be no movement between S.C.M.H.A. and the affiliated centres after November 1st. of that season, unless it is in the best interest of the player.
 - e) It is the policy of S.C.M.H.A. not to grant a Form 1 Waiver to players prior to that player trying out for and not being required by the S.C.M.H.A. team in that player's age division. Notwithstanding the above, the Board of Directors may grant a Form 1 Waiver under special circumstances, solely at the discretion of the Board of Directors.
- Any team failing to play a scheduled game will be referred to the league for discipline.
 - All teams shall shake hands only prior to the beginning of a game. The only exception being at the end of a game that completes a playoff series.

3.2- PLAYER MOVEMENT

3.20.1- Per Member Partner of the OHF Rules a player shall be eligible to try out for and if qualified by ability, may sign and play for a team in the next higher age division. For the purposes of the above the following shall apply:

- i) All players wishing to try out for the next higher age group shall notify the Board of Directors, in writing, of their request to try out fourteen (14) days prior to the first scheduled try-out.
- ii) S.C.AAA M.H.A. Directors or coaching staff shall not solicit players to play in the next higher age group. The two coaches affected by this request will meet and discuss what is best for their players and teams. Their written recommendations are to be forwarded to the Committee noted below.
- iii) A Committee composed of the Vice-President Hockey, Director of Coaches and Player Development and the President shall determine if a try-out is warranted after receiving the written request of the player and the written recommendations of the Coaches. The Committee shall make its decision based on the following criteria:
 - o what is in the best interest of the player;
 - o what is in the best interest of both of the affected teams;
 - o what is in the best interest of S.C.M.H.A.
- iv) The Committee's decision shall be forwarded to the Board of Directors for a vote.
- v) A player may not try out for two (2) teams at the same time.
- vi) Any player movement during the season for practices or games, from any team, must follow the following
 - a) first communication must be between the coaches of the affected teams
 - b) all team head coaches must be in agreement to any player movement
 - c) if no agreement can be reached amongst the coaches, the Board will form a Committee to arbitrate the solution
 - d) the coach losing the player(s) must contact and communicate the possible player(s) move to the parents
 - e) no coach shall contact either directly or indirectly, any parent or player involved in a possible move prior to resolution
 - f) If the coaches and parent(s) agree with the player move, the player(s) then can be notified by his coach and must be in agreement to any move.

3.2.2 - Affiliation

1. All S.C.AAA M.H.A. teams may affiliate with any eligible teams in the Zone through Rule 19 of the Member Partner of the OHF up to a maximum of 19 players. This means that a S.C.M.H.A. team may list 19 players as affiliates, whether they are from the S.C.M.H.A. team below them or a player from a team of the same age level in one of the centres comprising the Zone.
2. If affiliating a player from a Local Association permission must be obtained from the parent and the Local Association in writing before he is put on the affiliation list. Where playing dates conflict, the team to which the player is carded has priority to the player's services.
3. No player may be used as an affiliated player without the consent of the management of the team with whom he is registered.
4. Team management shall initiate all affiliation requests and approvals. Only then will player and parent approval with be requested.

3.3- ICE TIME:

3.3.1 Each season the Director of Scheduling will secure ice time.

3.3.2 S.C.M.H.A. will strive to allot a game time and an adequate practice time for each team each week of the season.

3.4- REGISTRATION:

3.4.1- All players trying out for S.C.M.H.A. must present proof of registration with a Local Association.

3.4.2- All players must register through their local Association.

3.4.3- If a player makes AAA the registration form and fee will be forwarded by the Local Association to the Registrar.

3.4.4- The registration fee for S.C.M.H.A. shall be set annually by the Board of Directors.

3.4.5- Registration must be on forms provided by S.C.M.H.A. accompanied by the appropriate fees and received by the Registrar.

3.4.6- The Board of Directors has the privilege of rejecting any registration that it deems unacceptable.

3.4.7- Upon accepting a position on a S.C.M.H.A. team, the player will be responsible for all committed team funds for that hockey season. No refunds will be given. The Board of Directors may consider a written request for a refund only in exceptional circumstances. A granting of a refund is in the absolute discretion of the Board.

3.5- COACHES:

3.5.1- Coaches - Applications and Selection

a) Coaches will be required to submit an application to coach subsequent to the AGM or at some other date as determined by the Board.

b) Coaches and coaching staff will be required to provide S.C.M.H.A. with a current police check prior to August 1st of each season.

3.5.2- Coaches Selection Committee

a) The Vice- President Hockey, will appoint a Coaches Selection Committee to conduct coaches interviews. It shall consist of the Director of Coaches and Player Development and the President along with three (3) knowledgeable people plus two (2) alternates.

b) The Coaches Selection Committee will prepare a slate of coaches for the upcoming season for approval by the Board of Directors.

c) Members of the Board of Directors shall not be allowed to vote on the selection of the Head Coach for the division in which their child participates.

3.5.3- Successful applicants will be notified in writing by the Vice-President Hockey and be required to sign and return a coach's acceptance form.

3.5.4- The Vice-President Hockey will direct the coaches and managers duties and responsibilities.

3.5.5- The Vice-President Hockey and the Director of Coaches and Player Development will meet with the coaches and managers on a monthly basis to listen to concerns, resolve any problems and provide coaches training.

3.5.6- All coaches must obtain approval for their assistant coaches, goalie coach, trainer and manager from the Board of Directors.

3.5.7 It is the intention of S.C. AAA M.H.A. to provide an honorarium to the head coaches on a bi-annual basis in recognition of their contributions. The amount of this honorarium shall be as determined by the Board of Directors. The Board of Directors reserves the right to not distribute the honorarium for financial, performance or any other reason deemed appropriate by the Board.

3.6- EQUIPMENT:

3.6.1 S.C. AAA M.H.A. colours will be red, navy, white and gold. All players will wear navy helmets, navy or gloves of colour approved by the Board, navy pants and official jerseys and socks. Players will purchase their own gloves, helmets and pants to meet S.C. AAA M.H.A. specifications.

3.6.2 All teams shall carry a first aid kit to all home and away games and practices.

3.6.3 Each team will supply water bottles.

3.6.4 All players who receive any S.C.M.H.A. equipment are responsible for the care and maintenance of same and must return it or replace it upon request.

3.6.5 Coaches and managers are responsible for returning S.C.M.H.A. equipment to the Director of Equipment one (1) week after the end of their season.

3.6.6 All teams shall wear dark uniforms at home and white uniforms on the road. All players shall wear socks matching the respective jerseys.

3.6.7 Any player while practicing shall not wear game jerseys.

3.6.8 Teams and players shall not purchase jackets for representing purposes other than the Board approved representative jackets.

3.6.9 The Canadian Flag shall be worn on the right chest area of all team jerseys.

3.6.10 While involved on ice with any activity sanctioned by S.C.M.H.A. all players shall wear approved helmet, facemask and neck protector.

3.7- DRESS CODE:

3.7.1 Players and coaches shall as a team conform to the Dress Code of the Association.

3.7.2 The Team Dress Code shall conform to one of the following options as approved by the Vice-President Hockey:

- a) Team Sweat Suits. Coaches shall have the option of wearing the sweat suit or dress pants, dress shirt and tie.
- b) Dress pants, dress shirt and tie.
- c) Dress pants and approved turtle neck sweater. Coaches shall have the option of wearing the turtleneck sweater or dress pants, dress shirt and tie.

3.8- TRY OUTS:

3.8.1 Try out camp will be arranged to use available ice, starting after the OHF Championships are completed.

3.8.2 A fee will be charged for each try out. The Board of Directors will set this fee prior to tryouts.

3.8.3 All players will pay the try out fee until they have either been signed to a players card or been released back to their home association.

3.8.4 Coaches may select the players that they at their sole discretion deem to have the characteristics preferred by the selecting Coach. The Board encourages the coaches to emphasize talent and ability in the selection process.

3.8.5 S.C.M.H.A. recommends that reassignments are made one to one, the head coach and the player, and if possible the parents should be in attendance. The coach should explain the reason for being reassigned with positive reinforcement for future involvement. The final communication procedures shall be at the discretion of the head coach.

3.9- SPONSORSHIP/ FUND RAISING:

3.9.1 . Teams shall be responsible for obtaining sponsors for their team. Teams may individually set the number of sponsors and sponsorship fees for their team having regard to the recommended team sponsorship fee set by the Board of Directors.

3.9.2 The distinctive logo is the exclusive property of S.C.M.H.A.any reproduction of this logo, must have the express written consent of the Board of Directors.

3.10-TEAM FUNDS:

3.10.1 Each team shall prepare a budget prior to the start of the season and have it approved by the Treasurer of S.C.M.H.A.

3.10.2 Each team shall prepare a financial statement at the completion of their season and have it approved by the Treasurer of S.C.M.H.A.

3.10.3 Each team shall be responsible for their respective tournament and exhibition fees.

3.10.4 Each team shall provide monthly statements to all its parents.

3.10.5 Team fund raising for the upcoming season shall not commence until the Head Coach has been selected.

3.10.6 Individual fund raising shall not commence until the player has signed a CHA player card.

3.10.7 The plans for the team fund raising shall be discussed and approved by the majority of parents at the start of the season.

3.10.8 A full review by either the S.C.M.H.A. or the S.C.M.H.A. on behalf of team parents may be requested without prior notice, of all fundraising activity.

3.10.9 Team funds shall NOT be administered by the coaching staff or relatives.

3.10.10 All team funds disbursement must have 2 signatures.

3.10.11 Teams will be expected to participate in S.C.M.H.A. fund-raising projects i.e., bingo

3.11- UES OF TEAM FUNDS

- 3.11.1 Tournament registration fees.
- 3.11.2 Team jackets, hats, equipment bags, warm up suits.
- 3.11.3 Team articles such as pylons, first aid kits, coaching aids.
- 3.11.4 Travel expenses for recognized coaching staff, that is not a parent of a player on the team.
- 3.11.5 To offset cost of team assessment
- 3.11.6 Costs for year end banquets, trophies and awards.
- 3.11.7 Additional ice time
- 3.11.8 Referees for exhibition games
- 3.11.9 Other team expenses such as phone/fax, correspondence.
- 3.11.10 For meals, accommodations, airline tickets/bus rental etc. incurred by the team
- 3.11.11 Teams will not be permitted to carry over team funds to the next hockey season, without the approval of the S.C. executive.

3.12- FINANCIAL ASSISTANCE

Teams reaching the following finals –

- ALLIANCE PLAYDOWNS
- PROVINCIAL CHAMPIONSHIPS
- OHL TOURNAMENT (in present format)

shall have the opportunity to request up to \$500.00 to help offset the costs of reaching these championships. All requests must be in writing

3.13 - DISCIPLINE:

3.13.1 A Discipline Committee shall decide protests and discipline of any member, team, coach, manager, trainer, player or official under the jurisdiction of S.C.M.H.A. This Committee will be comprised of the President, Vice- President of Hockey, Director of Equipment, Director of Scheduling and Director of Coaches and Player Development. The Discipline Committee shall be permitted to suspend a member, team, coach, manager, trainer, player or official. Any further disciplinary action or termination requires Board approval at the next scheduled Board meeting. The Discipline Committee shall be accountable to the Board of Directors.

3.13.2 Discipline of any player shall be at the discretion of the head coach. Discipline of any player may be appealed to the Discipline Committee. The Discipline Committee shall decide any game suspension or removal of a player from a team if such action is subsequent to November 1st.

3.13.3 A decision of the Discipline Committee shall be taken to the Board of Directors of S.C.M.H.A. for discussion.

3.13.4 Protests and discipline of any member, team, coach, manager, trainer, player or official under the jurisdiction of S.C. AAA M.H.A. shall only be considered by the Discipline Committee and/or Board upon

receiving a signed written complaint.

3.13.5 The decision of the S.C. AAA M.H.A. Board of Directors will be final and binding on all parties involved. There will be no further protest or leave of appeal in the matter.

3.13.6 The Discipline Committee and/or Board shall notify the effected parties in writing of the decisions/actions of the Discipline Committee and/or Board upon making a decision in any matter of discipline.

3.13.7 All correspondence, documents and other related material (the "materials") regarding any disciplinary matter regarding players, parents, coaches and board members will be kept for a period of two (2) years from the time of the incident and will then be subsequently destroyed unless appeals take place from the Discipline Committee. In such cases the materials will not be destroyed until two (2) years after any final determination.

3.14- GENERAL RULES:

3.14.1 Rules as set down by S.C.M.H.A. and Member Partner of the OHF shall govern play.

3.14.2 Referees, as appointed by the referee in chief, will officiate all league games.

3.14.3 Referees will be appointed by the Member Partner of the OHF for playoff games and must be paid as per Member Partner of the OHF regulations plus mileage prior to the game.

3.14.4 S.C.M.H.A. will provide a team photo for each coach and sponsor each year.

3.14.5 S.C.M.H.A. will attempt to produce a regular newsletter to keep players, coaches and parents up to date on S.C.M.H.A. happenings.

3.14.6 The Member Partner of the OHF insurance will cover all S.C.M.H.A. players and officials.

3.14.7 Generally the concerns of parents or legal guardians arising during the course of a game shall not be discussed with the coaching staff sooner than 24 hour after completion of the game.

3.15- INTERPRETATION:

If in the foregoing policies it reads in the masculine it shall also mean in the feminine, and if in the feminine shall also mean masculine.

Return to index

S.C. AAA M.H.A. HARASSMENT/ABUSE POLICY & CODE OF CONDUCT

MISSION STATEMENT

Sun County AAA Minor Hockey is committed to creating a hockey program for youth that is fun, where participants can develop and learn technique and skills of the game, life skills and good sportsmanship in a safe environment.

VISION STATEMENT

Everyone related to the game of hockey deserves to be treated with respect. This includes coaches, referees, team-mates, players from other teams, parents and spectators. As volunteers we are required to ensure the safety of the players in our charge.

PARENTS, COACHES, TEAM PERSONNEL, OFFICIALS - Take Note:

SCAAAMHA's goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse. However, S.C.M.H.A. recognizes that verbal and emotional harassment and abuse are far more common than physical and sexual harassment and abuse, and S.C.M.H.A. is determined that they should not be tolerated either. S.C.M.H.A.'s first priority is to protect its players. At the same time, Coaches, Parents, and Officials can also be the targets of harassment and abuse. This Policy aims to eliminate all harassment and abuse in S.C.M.H.A., no matter who the harasser or abuser is, and no matter who the target is.

THEREFORE, every individual who participates in S.C.M.H.A. activities, including the parents, guardians, or caregivers of players, will be expected to learn, know, and abide by the rules, guidelines, and Codes of Conduct being introduced. Failure to do so may result in disciplinary action, including potential expulsion.

IT DOES HAPPEN IN MINOR SPORT:

Some people think S.C.M.H.A. is overreacting to the dangers of harassment and abuse. The Board of Directors disagrees. Following the HC's introduction of anti-harassment and abuse efforts, hundreds of reports were made to it about incidents such as hazing rituals, underage drinking encouraged by team officials, verbal and emotional abuse following bad plays, racial discrimination, abusive physical punishment, and sexual harassment and abuse.

AND IT DOES HAPPEN HERE:

No allegations of sexual misconduct have ever been made in S.C.M.H.A. and we intend to keep it that way. Likewise, the majority of S.C.M.H.A. activities are incident-free; however, there have been situations where parents and other spectators verbally abused Officials team personnel and opposing players.

THESE ARE THE BEHAVIOURS AND ACTIONS WE'RE TRYING TO PREVENT AND

ELIMINATE FROM S.C.M.H.A.

Following are the definitions that will guide our anti-harassment and abuse efforts.

Abuse: Maltreatment or lack of care that causes harm to another.

Harassment: Intentional comments, conduct, or gestures that are insulting, intimidating, humiliating, malicious, degrading, offensive, or discriminatory, directed toward an individual or group of individuals. Unwanted, unsolicited, unwelcome attention or actions that humiliate and/or degrade another person. Harassment can include:

- condescending, patronizing, threatening or punishing actions, which undermine self-esteem;
- practical jokes which cause awkwardness or embarrassment, or which may endanger a person's safety;
- hazing, unwanted physical contact;
- discriminatory conduct;
- retaliation for having raised a concern filed a complaint, etc.

Assault: An assault is the intentional application of force by one person against another, without the consent of that person.

Sexual Assault: Any form of unwanted sexual contact without the consent of the person.

Child Abuse: Any form of physical, emotional and/or sexual mistreatment or lack of care that 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.

Neglect: Chronic inattention to the basic necessities of life. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

Sexual Harassment: Acts of sexual harassment are unwanted, uninvited remarks, gestures, sounds, or actions of a sexual nature that makes someone feel unsafe, degraded or uncomfortable, creating an intimidating, hostile, or offensive sport/recreation environment.

Examples include:

- unwanted, unwelcome physical contact like touching, grabbing, or patting
- linking skills with gender, body shape or size, or sexual orientation:
- rude jokes or suggestive remarks of a sexual nature
- demeaning nicknames, catcalls, rating, or embarrassing whistles,
- writing names on washroom or change room walls
- insults about sexual orientation
- sexually insulting remarks about race, gender, class, or ability
- stalking
- unwanted physical contact or sexual flirtation or advances.

Verbal Abuse: Screaming, yelling, name-calling, especially when repeated or consistent, intended to humiliate and/or degrade the person.

Emotional Abuse: Attacks, prolonged or chronic, on an individual's self-esteem. This is psychologically destructive behaviour, by a person in a position of power, authority, or trust. Takes many forms, including but not limited to, name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, ignoring someone's needs, or discriminating against that person.

Physical Abuse: Takes place when a person in a position of power or trust purposefully injures or threatens to physically harm someone; can include slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or requiring excessive exercise as a form of punishment.

Sexual Abuse: " ... the misuse of power by someone who is in authority over a child, for the purposes of exploiting a child for sexual gratification." Sexual abuse can be of two kinds, contact or non-contact, and includes incest, sexual molestation, sexual assault and the exploitation of the child for pornography or prostitution, forcing a child to watch someone else remove clothing or perform sexual acts, fondling or touching a child in private places, forcing a child to take part in sexual activities.

SCAAAMHA IS NOT TRYING TO "OUTLAW" PHYSICAL CONTACT

Sexual harassment is NOT:

- a hug between friends
- sincere and personal
- compliments
- spontaneous gestures of affection

However, Coaches and other team personnel will be meeting with parents and players about this issue in order to establish ground rules for their teams. If an individual is uncomfortable with these rules, it is up to him or her or his or her parents or guardians to discuss it with the Coach.

HERE'S HOW WE INTEND TO ELIMINATE HARASSMENT AND ABUSE:

Rather than creating a large number of hard and fast rules and regulations, our risk management measures focus on people taking responsibility and being held accountable for their actions; exercising discretion and judgement in trying to prevent harassment and whoever the harasser/abuser is, and whoever the target is.

CODES OF CONDUCT

The S.C.M.H.A. Board has approved Codes of Conduct, which came into force in September 1999. They establish the standards for behaviour and action that all participants will be expected to strive to meet. The Codes will be enforced, and behaviour and action contrary to them may lead to disciplinary measures and possibly expulsion. The Codes are printed on pages 7-8. All participants are responsible for learning and abiding by them.

DISCIPLINARY PROCESSES

The following disciplinary processes will be used to deal with breaches of the Code of Conduct or the Bylaws. Players, Team Personnel, and Officials are subject to a disciplinary process that conforms to OHF regulations. S.C.M.H.A. has created a separate process for parents.

NOTE: the designated S.C.M.H.A. Official reviews Game sheets from all games each week.

Incidents warranting review are flagged for follow-up by the appropriate Parent Liaison. A single incident will usually not result in a disciplinary hearing, unless it is required by OHF/HC guidelines, or unless violence or abuse is alleged.

Disciplinary Process for Players, Coaches, Assistants, Managers, Trainers, Officials

Complaints, penalties, suspensions, or breaches of the Code of Conduct may result first in a warning letter being sent to the individual.

Where OHF/HC regulations require it, and if the breach of the Code is not remedied or is serious enough, an individual may be called to a disciplinary hearing. A panel is set up as per S.C.M.H.A. Rules & Regulations 3.14. The panel will be convened as soon after the incident as possible.

The panel will hear evidence related to the matter, including speaking to the individual him or herself, and to other individuals who have knowledge of the incident(s). If a player under the age of 14 is the subject of the hearing, a parent will accompany him or her.

The panel will make a decision on the matter, using OHF guidelines as applicable, as per SCAAAMHA Rules & Regulations 3.14. A letter outlining the result and consequences is then sent to the individual, Parent Liaison. A copy is kept on file.

Disciplinary Process for Parents

If the behaviour of a Parent causes concern, the Coaches, Parent Liaisons must use common sense and good judgement. The process set out below would be used in most circumstances; however, if a parent's behaviour is reckless, violent, or otherwise immediately threatening, then action should be taken right away to have the individual removed from the arena, and the matter should be referred immediately to the Parent Liaison.

Parents will be introduced to the Codes of Conduct through the Handbook, team meetings, and educational opportunities. The Coach and Parent Liaison are responsible for monitoring the behaviour of parents on their team.

If a parent breaches the Code of Conduct, the Parent Liaison and Coach will speak with the parent, explain the problem behaviour, refer him or her to the Code, offer another copy of it, and warn him or her verbally. The Coach will keep a record of the incident and action taken on Occurrence Report Form. If the parent persists in his or her behaviour, the Coach and Parent Liaison may take the issue to the Board. The Board may decide to ban the individual and his/her child from attending SCAAAMHA practices and games and can bar his/her entry to the arena for a specified period of time (up to one year).

If the individual ignores this ban and shows up at a S.C.M.H.A. event, the Parent Liaison will ask the person to leave. If he or she refuses, the Parent Liaison will call the police and have the individual charged with trespass.

PARENT/PLAYER COMPLAINTS OR CONCERNS

A new process has been created to provide parents and players with a specific process they can use to raise concerns and complaints. It is important that people become familiar with the definitions of harassment and abuse that S.C.M.H.A. has adopted as complaints and allegations of this type can be very serious matters, and mustn't be made lightly or maliciously. If they can be, issues should be resolved at the team level. Therefore, individuals should follow the process and not send complaints to the Board, unless the situation involves allegations of abuse or serious harassment. In such cases, the individual should contact the Parent Liaison or a Board member

immediately. The complaint will have to be put in writing.

Resolving Complaints or Concerns

Take concerns or complaints to the Parent Liaison. Discuss the situation with him and try to find a solution. The Parent Liaison will keep a record of the discussion on an Occurrence Report Form. If the matter is not resolved, the Parent Liaison will ask that the complaint be put in writing if the individual wants the issue taken further and may assist the person to do this. It will be then be taken by the Parent Liaison to the Board, which will make a final, binding decision.

ALLEGATIONS OR DISCLOSURES OF HARASSMENT OR ABUSE

Wherever possible, S.C.M.H.A. will deal with breaches of the Codes of Conduct through internal mechanisms. However, if an individual's actions or behaviour constitute an imminent or immediate threat, the organization must and will involve outside authorities, including the police. 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 and the organization are morally and legally bound to report the matter to the authorities. The process that will be followed in both cases is set out below.

If a child discloses or makes an allegation of abuse, he or she should be comforted, assured of protection and care, and reassured that he or she can continue to play. The individual who receives the disclosure will ask for basic information but will not attempt to interview the child. The matter will be reported to the Windsor-Essex Children's Aid Society. Authorities will be asked if or how the organization should notify anyone (e.g., the child's parents) of the situation.

S.C.M.H.A. will not notify the individual against whom the allegation has been made or the suspicion brought. However, once the authorities have done so, and upon consultation with the authorities, the individual will be suspended from involvement in S.C.M.H.A. activities until the situation is resolved. This may not seem fair; however, the organization's first responsibility is to protect children.

S.C.M.H.A. will make decisions immediately about communication regarding the incident; the President will act as spokesperson. S.C.M.H.A. will weigh the need to protect children against the need to maintain confidentiality as far as possible. People may be talking about the situation; nevertheless, the *Human 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 organization must be careful not to defame any individual. However, this right must be balanced with the need to protect children.

S.C.M.H.A. will assist the child protection investigation, but WILL NOT conduct a parallel internal investigation.

S.C.M.H.A. will decide on appropriate action regarding an individual's involvement with S.C.M.H.A. only following the completion of the official investigation and any judicial process that follows (e.g., a hearing, a trial).

The organization may suspend any staff member charged with a provincial or federal offence, pending the disposition of the charge, if the offence is essentially related to the position the individual holds:

If convicted of an offence, individuals may be dismissed by S.C.M.H.A. if the offence is essentially

related to the position and if there are reasonable grounds to believe he or she poses a significant risk to children or others.

Following such an incident, S.C.M.H.A. will take action to help the organization and its members heal. S.C.M.H.A. commits itself to supporting the individual(s) who act on suspicions, allegations, disclosures, or reports, recognizing how difficult these matters are.

If an incident occurs, S.C.M.H.A. will undertake an immediate review of its risk assessment efforts and revise them as necessary and will redouble awareness-building and education efforts on harassment and abuse.

SCREENING COACHES, OTHER TEAM PERSONNEL, OFFICIALS

The Coach and Player Development Committee will develop on-the-job screening in the form of supervision, periodic observation, monitoring and evaluation. Similar screening will be done for Officials, both before and after they are hired.

Currently, pre-hiring screening processes for Coaches include the following:

- An interview with a panel of S.C.M.H.A. Liaisons
- Completion of a written set of questions
- A police records check
- A check of personal and business references

RULES AND GUIDELINES

SCAAAMHA risk management measures are primarily focused on fostering the high standards set out in the Codes of Conduct, and on encouraging people to use common sense, discretion, and good judgement in preventing or eliminating harassment and abuse. However, there are specific rules/ guidelines, which will be in force and will be enforced.

NO LOCKED DRESSING ROOM DOORS:

Doors to locker and dressing rooms must be kept **unlocked** at all times (except when the team is on the ice and the door is locked for security reasons)

LEADER SHOULD NOT BE ALONE WITH A SINGLE CHILD:

No youth or adult leader should be in a room alone with a single child at any time. This applies to all games, practices, tournaments, etc

"TWO-DEEP RULE":

As far as possible, there should always be at least two youth or adult leaders in the room with a group of players. Similarly, two adults or more (number dependent on the number of players) should accompany any group of players when they travel.

PEOPLE IN THE DRESSING ROOM:

As of September 2000, the following guidelines will govern who should be in the dressing rooms

before and after games.

At the discretion of the Coach, team personnel (including the Coach, Parent Liaison, Assistant Coach, Manager, and Trainer) may meet privately with the players for a brief period before game time. At that time, all other people must leave the room. The door may be closed, but not locked.

After the game, again at the discretion of the Coach, Team Personnel may meet briefly in private with the players. All other people must leave the room. The door may be closed, but not locked.

TRANSPORTATION OF PLAYERS:

Regarding transportation of players, parents are reminded that it is their responsibility to provide transportation for their children to and from S.C.M.H.A. activities. In exceptional circumstances, Coaches may drive children other than their own, but they will not drive alone with a child who is not their own. Parents and Coaches who drive other children should check with their insurance companies to make sure they are covered while doing so. Members are reminded that children under 12 should not be placed in the front seat if there is a passenger side airbag

PARENTS PICKING UP PLAYERS AFTER ACTIVITIES:

Parents must be on time to pick up their children after S.C.M.H.A. activities. When they are not, SCAAAMHA representatives, usually Coaches are placed in a very awkward position and saddled with an unfair burden of responsibility. S.C.M.H.A. may take action if a parent is consistently late.

OUT OF TOWN TRIPS:

Appropriate behaviour is mandatory on team trips. Failure to comply with rules or curfews set out by the coach is deemed unacceptable.

TEAM MEETINGS:

All teams will have at least one meeting during the season. All parents, players (as appropriate), and Team Personnel are to be invited by the Coach. The meeting should be held within the first two-three weeks of the start of the season. At that time, this Handbook will be distributed to all families, and Coaches will review it with parents and players.

Official SCAAAMHA REPRESENTATION AT EVERY GAME:

It is impossible to guarantee that a S.C.M.H.A. Liaison will be able to go to absolutely every game. However, S.C.M.H.A. will make every reasonable effort to have an Official representative, likely a Parent Liaison, at every game, in case there is difficulties that require his or her intervention.

TO TOUCH OR NOT TO TOUCH:

SCAAAMHA intention is to prevent and eliminate harassment and abuse, not to forbid people from touching each other (e.g. Coaches patting players, etc.), nor to make people paranoid about their every move. At the same time, this is a very sensitive topic, and Team Personnel, Parents, and Players (where age-appropriate) are encouraged to talk to one another about this issue and to set ground rules that people feel comfortable with.

MAKING JUDGEMENTS, EVEN WHEN IT'S DIFFICULT:

The fact that S.C.M.H.A. is not making hundreds of rules trying to cover every situation shouldn't be misunderstood. Safety of all who participate in S.C.M.H.A. activities - especially children and youth - is S.C.M.H.A.'s paramount concern. Parents, Coaches, Assistant Coaches, Managers, Trainers, Parent Liaisons, Board

Members and Officials are required and expected to take action in the face of breaches of the Codes 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". That legal obligation cannot be delegated to another person.

[Return to index](#)

S.C.M.H.A. Codes of Conduct

Code of Conduct for the Organization

The S.C.M.H.A. Board and its designates will:

- do our best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
- discourage any sport program from becoming primarily an entertainment for spectators
- make sure that all prudent and reasonable, appropriate and
- necessary measures are taken on an ongoing basis to protect the safety of all members wherever S.C.M.H.A. activities take place, in those programs, and at the hands of S.C.M.H.A. members or others.
- make sure that age and maturity level of children is considered in program development, rule enforcement, and scheduling.
- remember that play is done for its own sake and make sure that winning is kept in proper perspective
- appropriately and thoroughly screen all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have Coaches and Officials who are capable of promoting fair play as well as the development of good technical skills.
- distribute, publicize, promote, and enforce the Codes of Conduct within this organization.

Code of Conduct for Players

As a player, I will:

- a) make a commitment to my team at all times by attending all practices, games, meetings, special events, and by playing to the best of my ability;
- b) respect my Coaches at all times. I will remember that my Coaches are providing me with the opportunity to learn and play the game of hockey;
- c) respect the safety of other players by playing the game within the rules at all times;
- d) respect the Officials and their decisions at all times;
- e) accept disciplinary action if I violate the rules or spirit of the game and take responsibility for my actions and behaviours on and off the ice.
- f) Not verbally or by physical gesture encourage racial or prejudicial remarks to one's own team-mates, those of the opposing team, coaches or other participants.

Code of Conduct for Parents/Spectators

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

1. enrol my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport;
2. recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants;
3. respect the decisions of the Coaches, whether at practice, special events, or during a game;
4. conduct myself in an adult manner by attending games, practices, special events, and by being positive and encouraging to all players at all times;
5. encourage my child to be responsible for their own actions and behaviour and encourage responsibilities to team, officials and coaches as well as the acceptance of consequences.
6. never verbally abuse a Coach, Assistant, Manager, Trainer, or Official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgement in public. I will not engage in or encourage gossip. I will take concerns to the proper S.C.M.H.A. officials;
7. accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in S.C.M.H.A. activities. I will therefore do my part to protect and enhance the safety of my child and others;
8. understand and accept that violation of this Code may result in disciplinary action of some kind.

Code of Conduct for Coaches and Team Personnel

I understand that as a Coach (or Assistant, manager, trainer, team parent, etc.); I am in a position of trust and authority. I will:

1. be reasonable when scheduling games and practices, remembering that players have other interests and obligations;
2. teach my players to play fairly and to respect the rules, team-mates, Officials, and their opponents;
3. remember that players play to have fun and must be encouraged to have confidence in themselves;
4. remember that participants need a Coach they can respect. I will be generous with praise and set a good example;
5. respect all participants, striving to be a responsible (Coach, Assistant, etc.). I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it;
6. I will do my best to be a competent (Coach, ...), well - prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my skills;
7. fulfil my obligations and responsibilities toward the team and the Association, as established by S.C.M.H.A., to the best of my abilities; direct comments at an individual's performance and not at the individual; not ridicule or yell at players for making mistakes or for performing poorly; take reasonable steps to see that

- equipment and facilities are safe and appropriate to my players;
8. cooperate with Officials and refrain from public criticism of them or of other Coaches. I will put my concerns in writing and will send them to the proper individual;
 9. learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with working to prevent physical, emotional/verbal, and sexual harassment and abuse;
 10. communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season
 11. emphasize the importance of the Player's and Parent's Codes, and hold my team members and their parents accountable for compliance;
 12. recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me.

[Return to index](#)

SUN COUNTY AAA MINOR HOCKEY PRIVACY POLICY

BACKGROUND

The SUN COUNTY AAA MINOR HOCKEY (hereafter S.C.M.H.A.) is the governing body for amateur hockey in a specific geographical jurisdiction of Ontario. In co-operation with Hockey Canada and the Ontario Hockey Federation, and ALLIANCE Hockey governs Hockey throughout its jurisdiction.

Hockey Programming involves making all arrangements for amateur hockey leagues, teams and games including selection and training of coaches and referees, deciding which players may participate at which level, and establishing appropriate rules and regulations for amateur hockey. As a result of programming, information is collected by S.C.M.H.A. for the purposes of determining if transfer regulations may apply, monitoring scouting, gauging the success of certain programs in order to improve upon them, facilitating emergency contact, providing educational opportunities and/or career opportunities, researching and facilitating electronic updates/contacts.

PURPOSE OF THIS POLICY

S.C.M.H.A. has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way in which S.C.M.H.A. collects, uses, retains, safeguards, discloses and

disposes of the personal information of prospective members, members, and others including players, parents, trainers, coaches, referees, managers, volunteers and employees.

This Policy describes the way that S.C.M.H.A. will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. S.C.M.H.A. will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the S.C.M.H.A. web site.

1. Accountability

- 1.1 S.C.M.H.A. shall designate the President and Vice-President of Administration as the Privacy Officer(s) for S.C.M.H.A. and they are jointly accountable to the Board of Directors for compliance with this Policy. The Privacy Officer(s) will be responsible for S.C.M.H.A.'s compliance with PIPEDA privacy principles and for responding to access requests in accordance with this Policy.
- 1.2 The name(s) of the individual(s) listed as the S.C.M.H.A. Privacy Officer(s) shall be made available upon request or by visiting the S.C.M.H.A. website and Handbook. In the case where neither of these individuals is available upon request, a delegate may act on their behalf.
- 1.3 The S.C.M.H.A.'s Privacy Officer will ensure that the S.C.M.H.A. is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of S.C.M.H.A. shall be contractually obligated to adhere to the standards of the S.C.M.H.A. Privacy Policy.
- 1.4 S.C. AAA M. H. will implement internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:
 - Security measures at all levels designed to protect personal information in its possession.
 - Procedures designed to respond to complaints and/or inquiries
 - Staff training in all facets of information management, including awareness of the S.C. AAA M. H. Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

2. Identifying Purposes

- 2.1 S.C.M.H.A. shall only collect information necessary to conduct hockey programming. Access to our Privacy Policies and procedures will be readily available. Similarly, the process by which challenges may be made to S.C.M.H.A.'s compliance and/or adherence to the

legislation in question shall be readily available.

- 2.2 S.C.M.H.A. collects personal information for the purpose of providing hockey programming, which endeavours to meet the individual needs of each participant.
- 2.3 S.C.M.H.A. recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, S.C.M.H.A. will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- 2.4 S.C.M.H.A. will request individual permission for the use of any data collected which is extraneous to that which has been identified *below*, unless said usage is authorized by law.

Type of Personal Information	Purpose of Collecting
A participant's name, gender, place of residence and date of birth.	To determine that the participant's geographical, division and level of play information are consistent with S.C.M.H.A. ALLIANCE Hockey , OHF and Hockey Canada regulations.
Historical information concerning past teams played for.	To determine if any Hockey Canada transfer regulations apply.
A participant's skill and development level and feedback on programs, honours and awards received.	To measure the success of our programs and maintain governance.
A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.	To facilitate emergency contact information and to ensure compliance with Hockey Canada residency regulations.
Educational information	To ensure all Hockey Canada residency regulations have been adhered to.
E-mail addresses and fax	To facilitate membership communication.
Skill levels, ability, emergency contacts and health concerns	To ensure our activities are carried out in a safe and secure environment.
Resumes	To identify potential future employment candidates.
Registration information	To conduct research studies including but not necessarily limited to hockey demographic type research. To be made available to related organizations, Branches, associations, leagues and/or third-party service providers.
Appeal Information	To administer appeals and any related proceedings, and the Rules, Regulations and By Laws of S.C.M.H.A..

- 2.5 The information will be collected via an oral and/or written agreement to allow the individual submitting information an opportunity to opt-out to the use of personal information for third parties.
- 2.6 All information is kept for the duration of seven years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.
- 2.7 S.C.M.H.A will endeavour through its Member Partners to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the S.C.M.H.A. website or Handbook. S.C. AAA M. H. will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.
- 2.8 All data collected by S.C.M.H.A. shall be maintained in the S.C.M.H.A. office, listed on the S.C.M.H.A.web site.
- 2.9 S.C.M.H.A.may also use information about user access to secure areas of the S.C.M.H.A. website. Information you are asked to provide during your use of the S.C.M.H.A. web site may include your name, address, e-mail address, age, sex and will be treated within the

same parameters as other personal information collected by Hockey Canada through other means. It will always remain your choice to provide information in certain fields.

3. Consent

- 3.1 S.C. AAA M. H. will use the personal information for the uses specified in section 2.
- 3.2 All members of S.C.M.H.A. have the ability to consent to the use of their personal information on a yearly basis. A member of S.C.M.H.A. agrees that the act of registering constitutes implied consent to such use of their personal information by S.C.M.H.A. ALLIANCE Hockey, the OHF, and their Associations and Hockey Canada.
- 3.3 Beginning with the 2004-2005 season registration, members will have the opportunity to choose whether information other than name, address, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.
- 3.4 If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting S.C.M.H.A. Privacy Officer at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the S.C.M.H.A. database upon receipt of a written request and that request will be communicated to all Member Partners and their Associations within 10 business days.
- 3.5 S.C.M.H.A. may collect personal information without consent where reasonable to do so and where permitted by law.

4. Limiting Collection

- 4.1 S.C.M.H.A. shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.
- 4.2 S.C.M.H.A. shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.
- 4.3 S.C.M.H.A. will not use any form of deception in gaining personal information from its members.

5. Limiting Use, Disclosure and Retention

- 5.1 S.C.M.H.A., shall limit the use of personal information collected to purposes that are listed in Section 2.2 (Identifying Purposes) and 3.2 (Consent) and will not disclose the information for other purposes except as requested and permitted by applicable law.
- 5.2 Prior to enlisting the services of third-party organizations, S.C.M.H.A. will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.

- 5.3 S.C.M.H.A. may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
- 5.4 S.C.M.H.A. may at its discretion release personal information for the purposes of collecting debts which may be owed to the Association.
- 5.5 S.C.M.H.A. shall retain documents concerning registration, performance activities, discipline, events and honours and awards received for specific periods of time dependent upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:
- 3.14.1 Registration data will be retained for a three-year period after an individual has left S.C. AAA M. H. programs in the event that an Individual chooses to return to S.C. AAA M. H. programs after leaving.
- 3.14.2 Parental/Family information will be maintained for a similar three-year period after a member has left our programs.
- 5.6 Other personal information will be retained by S.C.M.H.A. for regulated timeframes as requested by legislation governing its operation and/or the information provided, after which time (unless consent is given to keep information for a longer period) the Information will be destroyed in a secure manner.
- 5.7 If there is no legislative requirements to retain other information, it will be kept for a minimum of 24 months from the time it was provided.

6. Accuracy

- 6.1 S.C.M.H.A. shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time through the S.C.M.H.A. S.C.M.H.A. shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.
- 6.2 S.C.M.H.A. shall only update information if a request is made in writing.

7. Safeguards

- 7.1 Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.
- 7.2 All information collected by S.C.M.H.A. (as per 2.2) will be considered highly sensitive. As such, a high level of security will be practiced at all times.
- 7.3 Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

7.4 These measures will be subject to yearly reviews by S.C.M.H.A. and its Privacy Officer(s) to ensure the best methods possible are being utilized to maximize effectiveness.

8. Openness

8.1 S.C.M.H.A. publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting the S.C.M.H.A. Privacy Officer.

8.2 The information available includes:

- The name address and phone number of the S.C.M.H.A. Privacy Officer(s).
- The forms (attached) to access your information or change your information.
- A description of the type of personal information and our general uses thereof (review chart in section 2.2 for more details).

8.3 If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the Member Partner Privacy Officer, then directly to S.C.M.H.A.

9. Individual Access

9.1 Subject to applicable legislation, upon request by the individual concerned S.C.M.H.A. shall disclose whether or not it actually holds personal information on an individual. S.C.M.H.A. shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

9.2 S.C.M.H.A. may request sufficient information to confirm your identity before releasing your personal information to you.

9.3 Subject to applicable legislation, S.C.M.H.A. shall endeavour to provide this information within 30 days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be provided in an understandable format.

9.4 A member may challenge the accuracy and completeness of the information through written request and any inaccurate information which may be so validated, shall be corrected and any third parties shall be notified of the corrections as per 3.4 (Consent).

Challenging Compliance

10.1 S.C.M.H.A. has established a set of procedures for the resolution of grievances in the administration of its Privacy Policy.

10.2 Prospective members and staff may challenge S.C.M.H.A. compliance with this Policy by contacting the S.C.M.H.A. Privacy Officer(s) responsible for their member association. Upon receipt of a complaint S.C.M.H.A. shall make available the complaint procedures which will be simple and easy to access.

10.3 S.C.M.H.A. shall investigate all complaints made to it. If the complaint is deemed

justified, S.C.M.H.A. shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.

- 10.4 All complaints shall be addressed to S.C.M.H.A. Privacy Officer. S.C.M.H.A. policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.

Privacy Statement: The information requested on this form is required by S.C.M.H.A. and its Member Partners (their executives, employees, coaches and volunteers) for the purpose of rules and regulations administration by S.C.M.H.A. including notification of any events or other activities. In order to do so, S.C.M.H.A. ALLIANCE Hockey, the Ontario Hockey Federation and Hockey Canada may, if required request proof of a player's identity, address and date of birth.

Opt-Out Provision

I acknowledge and understand that, for the purposes of offering additional products and services that may be of interest to the participant or the participant's family, S.C.M.H.A. may use or disclose the participant's name and address collected on this form to third parties. As the above-mentioned participant, or the participant's legal guardian, if you do not wish that information used or disclosed for the purpose of offering you such additional products and services, please check here:

Privacy Statement for Documents other than Registration Cards: S.C.M.H.A. is committed to respecting and protecting the privacy of our individual members, their families and our volunteers. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of S.C.M.H.A. and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

Privacy Statement for Appeal Documents

S.C.M.H.A. is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The personal information collected on this form and on any documents collected by S.C.M.H.A. with respect to this Appeal and any related proceeding will be used for the sole purpose of administering this Appeal, any related proceedings, and the Rules, Regulations and By-laws of S.C.M.H.A.. Any such documents containing personal information will, upon request, be returned to the party submitting them when no longer needed for those purposes.

Return to index

WWLIB:43549 I.2\088888-03368