

CONSTITUTION OF THE
PEMBROKE MINOR HOCKEY ASSOCIATION (PMHA)

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Article I: Name/Association		

1.1 This organization shall be called the Pembroke Minor Hockey Association, hereinafter referred to as the PMHA.

1.2 The PMHA is a recognized affiliate of Hockey Eastern Ontario (HEO), one of the 12 branches of the Canadian Hockey Association (CHA) the governing body of amateur hockey in Canada.

1.3 The PMHA is a member of HEO district 5.

Article 2: Objective

To provide each of its members the opportunity:

2.1 To develop and enhance their skills and positive attitudes in and through the game of Hockey.

2.2 To participate in hockey giving due consideration to their individual capabilities

2.3 Through the sport of hockey to promote healthy recreation, good sportsmanship and citizenship.

PMHA By-Laws

By-Law 1. - Governorship

a) The PMHA shall be governed by an Executive consisting of an Immediate Past President, President, Vice President, Director of Risk Management, Director of Player Development, Secretary, Treasurer, Registrar, Master Coach Equipment Manager, Ice Allocator and a Convener for each division within the association. (See Appendix A)

b) The Executive shall have control over the affairs of the Association and shall deal with any matter pertaining to the overall well being of the Association.

c) The Executive may appoint such officers as required in order to conduct a complete Minor Hockey Program. Any person having been appointed shall have voting and motioning privileges.

By-Law 2. Executive

If a position is vacant, the Executive shall advise the membership and has thirty (30) days to fill the position. Any person (s) willing to hold office shall advise a member of the Executive as to his/her intent. If more than one person applies for the vacant position, the Executive shall interview all parties and decide, using a simple majority vote, as to most appropriate candidate. Should no person apply, then the Executive shall nominate and choose an appropriate candidate. Any position, filled as a result of a vacancy, shall continue for the remaining term of office for that particular position.

By-Law 3. Election of Executive Members

a) The President shall appoint a Chairperson who shall oversee elections for available executive positions. The Chairperson shall request and accept nominations for any position not previously applied for. The Chairperson must not be a current member of the PMHA executive, nor can he/she be running for any executive position.

b) Any person wishing to apply for a PMHA Executive position must submit their intention in writing to the secretary 2 weeks prior to the **Annual General Meeting (AGM)**

c) Any parent/guardian of a player registered with PMHA for the current season, any team official who is a parent or guardian, as well as Executive members will be entitled to one nomination and one vote per available position at the Annual General Meeting.

d) No proxy vote shall be recognized nor accepted by the Chairperson.

e) Any person wishing to apply for the position of President must have served on previous PMHA executives for the past three (3) years.

f) Any person wishing to apply for the positions of Vice President must have served on previous PMHA executives for the past three (3) years

g) Elections shall be held prior to the end of May, and voting shall be of a secret ballot format.

h) Upon completion of the elections process, all PMHA business must cease until the Executive changeover meeting is held within twenty one (21) days.

By-Law 4.Meetings

- a) The Annual General Meeting (AGM) shall be held prior to the end of May and must be constituted through a quorum of at least ten (10) registered members and three (3) current Executive members of the Association, all of whom are in good standing.
- b) The PMHA shall hold meetings at least once per month from August through to May and will meet as required during June and July. The presence of one half (50%) of the Executive shall constitute a quorum. If a quorum can not be formed, then the meeting shall be cancelled and re-scheduled.
- c) The President shall have the authority to call meetings.
- d) Where meetings are called, the Secretary shall inform the Executive.
- e) Motions made shall apply to the current hockey year except with issues of discipline.

By-Law 5.Complaints

All complaints must be made in writing, signed and forwarded to the Coordinator of Conveners, that division's Convener or the appropriate member of the Executive. Any verbal complaint may not be considered. (See Code of Conduct Policy)

By-Law 6.Fund Raising

- a) Any fund raising initiatives must be approved by the Executive before being carried out.
- b) Only those teams, team officials or players that have received direct consent from the Executive, shall accept or solicit money for PMHA

By-Law 7.Conflict of Interest

- a) Any member of the Executive connected with any team shall declare such connection to the Executive at the commencement of the season.

By-Law 8. Committees

- a) The President shall set up committees to deal with the PMHA as the Executive feels are warranted. All committees shall have terms of reference as outlined and approved by the Executive. For example, the terms of reference for the Canteen Committee, the Silver Stick Committee and the Bingo Committee should be available and updated as required.

By-Law 9.Amendments

- a) This Constitution may only be amended during the Annual General Meeting of the membership, and then may only be amended by a two thirds majority vote of those in attendance and entitled to vote having a quorum present.

- b) Amendments to any components of the PMHA Constitution will only be considered when presented in writing to the Secretary, 30 days prior to the AGM. The Secretary then will make available, a copy of all such amendments, for the Executive and the membership, at least fifteen (15) days prior to the Annual General Meeting.

- c)
 - i) The Executive may at regular meetings, by a majority vote and having a quorum present, amend any by-law of the constitution in order to meet emergency or unusual situations within the PMHA providing that such amendments are ratified at the first Annual General Meeting following the changes.

 - ii) The Executive may at regular meetings, by a majority vote and having a quorum present, amend any regulations, rules code of conduct or policy of the PMHA from time to time as may be required for the good governance of the PMHA

PMHA Regulations:

Reg. 1. Registration

- a) Registration shall be in August with the dates scheduled by the Executive. Registration for returning players shall be completed on-line via the Pembroke Minor Hockey website starting June 15th and ending in August as determined by the Executive.
- b) Registration fees including try out costs shall be set by the Executive. Registration fees may only be refunded by the authority of the Executive and under special circumstances.
- c) Registration may be accepted from anyone living in the City of Pembroke, Pembroke Twp., Laurentian Valley Twp., in accordance with the District boundary map. Registration from other areas shall be decided by the Executive in accordance with the Ottawa District Minor Hockey Association (O.D.M.H.A.) and the Canadian Hockey Association (C.H.A.) regulations.
- d) All players and team officials shall register with the PMHA and shall be governed by all of the components of this Constitution. (See Appendix A).

Reg. 2. Team Officials (See Appendix C)

- a) Any person interested in a team official position whether competitive or house league, must submit an application of intent to the convenor of the division prior to the beginning of the season.
- b) Any Executive member may simultaneously hold one (1) or more positions with any PMHA team(s) provided he/she receives consent from the Executive. In the event of a dispute involving the team of which he/she is connected, then he/she forfeits his/her right to sit on the Executive during the proceedings of the dispute.
- c) All competitive and house league teams shall register players in accordance with O.D.M.H.A. and C.H.A. Regulations.
- d) The Association will be comprised of U7, U9, U11, U13, U15, and U18 players.

Ages:

U7	4,5,6
U9	7-8
U11	9-10
U13	11-12
U15	13-14
U18	15,16,17

Reg. 3. Rules of Play

- a) Rules of the O.D.M.H.A. and C.H.A. will be adhered to by this Association. All league games shall be scheduled/set by the UOVMHL.
- b) Each team must have a registered coach in charge of all games/practices. If a team's coach is not present, then the game shall be forfeited and the team with a Coach in attendance shall use the ice time for a practice.
- c) The Executive will arrange a tournament playoff system for each division in the House league, which will govern the rules of the tournament.

Reg. 4. House League & Competitive Playing Rules

- a) The Executive, after receiving either written application or consent from either a Competitive or House League player's parent/guardian, may approve the playing of that player in a higher division if the player's ability demonstrates that this would be in the best interest of the player and the division where registered.
- b) A player who is registered with a competitive team will not be allowed to participate in the house league program after the date set by the Executive until such time that the Executive has reviewed all relevant information/circumstances pertaining to the player.
- c) A competitive player may return to the corresponding house league division providing he/she receives written consent from the Executive. Upon receiving permission to return to house league, he/she shall remain in house league, with a team selected by that division's convener/coaches, for the remainder of the season.
- d) Following the yearly date as set by O.D.M.H.A. guidelines, no players from the house league program will be permitted to register with a competitive team.

e) PMHA Competitive teams shall, whenever possible, register a minimum of the following players:

Division	Goaltenders	Skaters	Total
U11	2	14	17
U13	2	15	17
U15	2	15	17
U18	2	15	17

- Any deviation from this table must be submitted in writing to the Competitive Convener. At this point a selection committee of three board executive members (current or past) will be formed to evaluate the players at an ice time to determine if X amount of players are not deemed fit to play at that level due to either competence or safety concerns. Once the committee has made a decision of players' ability or safety, the decision will be final and followed by the coach.

- If there are not enough goalies in the association for the division, one goalie may only be selected to ensure that house division has enough goalies to field their teams.

Reg. 5. Travel

a) All PMHA teams must travel in accordance with HEO/CHA guidelines. Any team traveling outside of the HEO jurisdiction for either exhibition or tournaments must complete a travel permit' receive permission from the President and/or Executive.

Reg. 6. Visiting Teams

a) Any team official, whether competitive or house league, may invite an outside team to Pembroke for playing purposes provided he/she requests and receives permission from that division's Convener.

Reg. 7. Equipment

a) All equipment purchased for, or donated to the PMHA, becomes the property of the PMHA

b) No equipment shall be purchased without the authority of the Executive.

c) Any request for equipment to be purchased or obtained through a donation, will be placed in a division(s) authorized by the Executive.

d) A player's name shall not be placed on any association's equipment, except player nametags on the bottom of sweaters, without the approval of the Executive.

e) All numbers on the Association's sweaters will be from the number one (1) through to twenty (20), except for goalie sweaters.

f) All players may keep their team sweater(s) for the duration of that season. Players/Parents are responsible for the sweater(s) while in their possession and must keep them clean and in good repair.

g) Players/parents may request to borrow and maintain on loan goalie equipment for that particular season. A \$100.00 refundable deposit will be required and will be recorded by the Equipment

h) All players must make every effort to maintain their own equipment, throughout the season, in both good repair and working order. Their dress/equipment must remain neat, fit properly, and meet C.H.A guidelines.

Reg. 8. PMHA Official Crest/Logo

a) The crest/logo designated as the PMHA crest is the approved Association crest/logo. The official colors for PMHA are red and white.

b) Any team/player wishing to purchase/donate/make a uniform (hats, sweaters, sweatshirts etc.), for that team, must utilize the official PMHA crest/logo and colors, and must also receive approval from the Executive.

c) All competitive teams/players must adhere to PMHA Compete Dress Code both during Home and Away games.

- ❖ Red Helmet
- ❖ Red/White Pembroke Sweaters (Official Logo)
- ❖ Red Hockey Pants
- ❖ Red/White Hockey Socks

d) An Alternate black and red jersey can be made available to a team/player with the use of the official PMHA logo/crest. A written proposal must be submitted to the PMHA Executive. This proposal will be reviewed and voted upon for approval. Submissions may be made at any time during the season and do not need to wait until the Annual General Meeting (AGM).

There are 2 different alternate jerseys - Rep will have the word Kings across the front, and House League will have the PMHA crest on the front. Any alternate jersey, if approved, is to be purchased at the sole expense of the team and/or player. PMHA funds may not be accessed or used to cover any costs related to alternate jerseys.

Reg. 9. Tournaments

a) Tournament regulation formats/expenditures/trophies for all tournaments are to be approved by the Executive.

b) All team trophies which are won by PMHA Teams will become the property of the Association and be placed in the trophy case.

Reg. 10. Expenses

a) Executive members may submit an itemized expense account for any expenses incurred while completing duties of their office. Any expense accounts must be approved by the Executive and/or the President prior to that member receiving reimbursement.

- b) Mileage allowance shall be set by the Executive.
- c) Expenses may be paid in advance providing the Executive member submits a request along with an estimated forecast of expenditures to the Executive and/or the President. Upon the completion of the expense, he/she must submit the appropriate receipts along with any unspent funds to the Treasurer.
- d) Tournament funds for all teams; both competitive and house league, will be set by the Executive on a yearly basis and each team will submit an expense claim to the Executive when requested.
- e) The Secretary will have a cash advance of \$50.00, supporting any expenditure with receipts.
- f) The President or Executive may authorize the purchase of flowers or a gift, the sum of which is not to exceed \$100.00.

PEMBROKE MINOR HOCKEY ASSOCIATION

CODE OF CONDUCT POLICY

(UPDATED 2004)

Statement of Purpose:

This policy sets out the principles and practices of the Pembroke Minor Hockey Association with respect to our members/volunteers' code of conduct and behavioural practices. In keeping with PMHA mission statement; providing a wholesome hockey experience for players, team officials and the Community of Pembroke, the following outlines issues of conduct.

Policy Overview:

Pembroke Minor Hockey Members, including, players, coaches, parents, directors, volunteers, staff and others shall adhere to the standard of behaviour outlined in the Ontario Hockey Federation's Code of Conduct as described in Pembroke Minor Hockey's Recognition and Prevention of Abuse Policy.

Policy 1: It is the policy of PMHA that all team officials, while taking part in on-ice practices, games and/or PMHA events, must wear a CHA approved helmet. The helmet must be properly worn and strapped. Any team official who does not comply with this receives the following:

- first offence - written letter of warning
- second offence - written letter of warning and a two (2) week suspension
- third offence - individual will appear before a District Hearing

Policy 2: It is the policy of PMHA that all of its Members are to make every reasonable effort to conduct themselves in an appropriate and safe fashion. Suspensions may be assessed for such actions as: infringement of playing rules; conduct unbecoming to hockey; refusing to accept and obey rulings of the Convener or Executive; for notorious and continued foul play; unfair, unsafe unsportsmanlike conduct individually or collectively, on or off the ice at any rink where a Pembroke Minor Hockey Team is involved in a game, practice, assessment or tournament; for any persistent infringement of the rules of the PMHA and any other incident or behaviour detrimental to the proper conduct of hockey.

Policy 2a: It is the policy of PMHA that the President the Director of Risk Management or the Executive has the authority to suspend any team official, player or game official; including referees, until such time that discipline hearing can be scheduled.

Policy 2b: It is the policy of PMHA that any applied suspension under Policy 2 and 2a, will be dealt with by the Disciplinary Committee and the person suspended shall be asked to attend a hearing to be held within fourteen (14) days of notification of the suspension. This fourteen (14) day notice may be extended only if all parties involved agree.

Policy 2c: It is the policy of PMHA that should the person(s) under suspension fail to appear for their hearing, that person(s) shall remain suspended until such time he/she attends a hearing dealing with the issues of suspension.

Policy 2d: It is the policy of PMHA that any team official under suspension for a determined number of games or weeks shall not carry on any duties of his/her office until such time he/she has completed the terms of the applied consequences. This includes; traveling with the team in a coaching capacity and entering the team's dressing room in a coaching capacity.

Policy 2e: It is the policy of PMHA that any house league player or team official who is under suspension and/or completing applied consequences, shall not participate in any event with any competitive team until such time that the suspension and/or applied consequence has been completed.

Policy 2f: It is the policy of the PMHA that any competitive player or team official who is under suspension and/or completing applied consequences, shall not participate in any event with any house league team until such time that the suspension and/or applied consequence has been completed.

Policy 2g: It is the policy of the PMHA that following a Disciplinary Hearing, the Director of Risk Management shall give written notice of any suspension and/or applied consequences to the person(s) involved and shall be responsible for ensuring that the disciplinary action is enforced and satisfactorily completed.

Policy 2h: It is the policy of the PMHA that if any player is to be brought in front of a disciplinary hearing or committee, that player is to be represented by their parents and a representative such as their coach, manager or team representative.

Policy 3: It is the policy of PMHA that any person receiving a suspension and/or consequences be given both verbal and written notice of his/her right to appeal. And that any appeal to the decision of the Disciplinary Committee must be in writing and addressed to the District Chairperson within forty eight (48) hours of the decision. Any appeal must include all relevant documentation and particulars of the incident and shall include with the written request a cheque or money order in the amount of \$100.00 payable to the **HEO** District 5. The Discipline & Appeals Committee reserves the right to determine the amount of fee to be retained by the District. A minimum of \$50.00 is nonrefundable for any appeal or hearing held within the District. All appeals will be heard by an Appeals Board made up of at least three (3) individuals who were not involved with the original "appealed decision." The decision of the Appeals Board shall be final. Further appeals must be directed to the **HEO** Discipline and Appeals Committee.

Policy 4: It is the policy of PMHA that any team official who is aware of any situation that contravenes this Constitution, its By Laws or its Regulations, shall report the incident/situation to the Director of Risk Management, or any other Executive member, within a reasonable time. Any team official who does not report any known incident which contravenes with this Constitution, its By-Laws or Regulations, can be suspended.

Policy 5: It is the policy of PMHA that all registered players shall wear C.H.A. approved certified equipment; including, helmets, throat protectors and mouth guards while on the ice during any PMHA event/activity whether away or at home. Any registered player, who does not have this equipment, is not permitted to participate. All registered players, who wish to assist another team during on-ice events/activities, must wear full equipment as mentioned above.

Policy 6: It is the policy of PMHA that any player who both signs a PMHA registration form, and plays under false pretences, or who is found to be over age in any division (except as approved by the Executive) shall be suspended and all games having been played by his/her team may be played again, unless otherwise ordered by the Convener.

Policy 6a: It is the policy of PMHA that any official who knowingly plays or plays against an ineligible player(s) and/or who wilfully conceals the knowledge from the division Convener/PMHA Executive shall be suspended.

Policy 7: It is the policy of PMHA that any protest of a game, must be made in writing and forwarded to that teams' division convener within forty eight (48) hours of the game in question, stating the reason for the protest. The Convener shall then select a Committee of at least three (3) persons who are associated with PMHA but who do not represent a possible conflict of interest.

Policy 7a: It is the policy of PMHA that any appeals re: Policy 7, must be in writing, stating the reason for appeal, forwarded to the Secretary within four (4) days of the Committee's decision. The Executive shall then schedule a hearing as soon as is practical.

PEMBROKE MINOR HOCKEY ASSOCIATION
RECOGNITION AND PREVENTION OF ABUSE POLICY
(INCORPORATED CODE OF CONDUCT POLICY)

EST. 2000

Statement of Purpose:

This Policy sets out the principles and practices of the Pembroke Minor Hockey Association with respect to abusive behaviour towards participants. Following the guidelines of the Canadian Hockey Association CHA, the Pembroke Minor Hockey Association's mission is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe and sportsmanlike environment. This includes a shared responsibility with parents to nurture the physical and emotional well being of all participants.

The Pembroke Minor Hockey Association is an organization within our sporting community committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. Pembroke Minor Hockey considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, PMHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and executive members. Pembroke Minor Hockey is committed to the highest possible standards of care for its participants.

Policy Overview:

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

Policy 1: It is the policy of PMHA to utilize the 10 Steps of Screening as outlined under the Canadian Hockey Association's, (CHA) Harassment Abuse Guide and directives established 1999/2000 this includes utilizing Vulnerable Sector Checks (VSC).

Policy 1a: It is the policy of PMHA that Vulnerable Sector Checks, (VSC) become mandatory beginning in the 1999/2000 season for all volunteers and executive members who are deemed as high risk by this Association through the 40 Step Screening Process. These include any Coach, Assistant Coach, Trainer or Manager. A volunteer is defined as a non-paid person who donates, enters or offers his/her time freely to assigned specific duties.

Policy 1b: It is the policy of PMHA that the Criminal Record Check must be completed through the Criminal Records Check System and must not be more than 3 months old when accepted by the Director of Risk Management.

Policy 1c: It is the policy of PMHA that Criminal Record Checks as stated in Policy 1b will be required for all 'new' volunteers who are either joining PMHA for the first time or reapplying to join PMHA after an absence of 12 months or more. Once the individual has been permitted to act as a volunteer or hired as a staff person, these Criminal Record Checks will be required every 4 years.

Policy 1d: It is the policy of PMHA that the Director of Risk Management will be the designated person within our association who will review all completed screening forms, applications and Criminal Record Checks. Should an applicant's Criminal Record Check identify a criminal conviction, the Director of Risk Management will compare the offence to the specific job description and reference checks of that individual in order to determine the risk involved. If required, the Director of Risk Management may confer with the PMHA President and/or individuals having a "Professional Designation," i.e., Doctor, Clergy, Banker, Lawyer, Judge, Police, Principal, Dentist etc., and who are independent of PMHA in order to determine the risk involved. It is the intent of PMHA that by using people with "Professional Designations," the issue of confidentiality is strongly upheld, while minimizing potential risks.

Policy 1e: It is the policy of PMHA to provide the Ontario Hockey Federation and the HEO documentation of our Harassment/Abuse implementation efforts on an annual basis. This documentation will be provided in writing, signed by both the Directors of Risk Management and the President and is to be forwarded to the HEO and O.H.F at the conclusion of each hockey season.

Policy 2: It is the policy of PMHA that any and all situations involving Harassment and Abuse within PMHA events/activities be reported to our Association, the appropriate authorities and subsequently to the Ontario Hockey Federation, (O.H.F).

Policy 2a: It is the policy of PMHA that the term "Harassment" includes: a chronic behaviour by one person toward another person or persons which is insulting, intimidating, malicious, degrading or offensive. Harassment can be in the form of physical, verbal, sexual or emotional abuse.

Policy 2b: It is the policy of PMHA that the term "**Abuse**" includes: a vicious conduct, practice or action toward another person or persons. Included in this definition is the act of "**Hazing**" to subject newcomers to, or initiate: pranks or humiliating horseplay, degrading initiating rites, or acts in which a person is forced to participate in order to be accepted.

Policy 3: It is the policy of PMHA that it is the responsibility of the Director of Risk Management to accept any and all minor/major reports, (Appendix E) involving Harassment/Abuse within our Association. All disclosures should be recorded using the "Reporting Form for Disclosures." (Appendix F)

Policy 4: It is the policy of PMHA that major incidents such as:

- ❖ inappropriate touching, fondling, kissing,
- ❖ hiring escort services or solicitations from off the street,
- ❖ situations of a physical nature, physical mistreatment, sexual mistreatment,
- ❖ inadequate moral guidance or emotional mistreatment

will be reported to the proper authorities, as well as to the HEO and the Ontario Hockey Federation. Any and all disclosures of Harassment/Abuse will be documented using the "Harassment and Abuse Disclosure Report." (Appendix F)

Policy 5: It is the policy of PMHA that if any individual whose conduct establishes:

- ❖ any violent behaviour against children or adults,
- ❖ violations of positions of trust,
- ❖ abuse of a physical, sexual or verbal nature,
- ❖ substance or chemical abuse or
- ❖ violations of government licensing privileges

may be deemed unworthy and may be dismissed or not accepted as a volunteer or executive member within our Association, Member Associations or the Ontario Hockey Federation. This may include any parent of a PMHA /C.H.A player whose conduct in an arena is legitimately deemed disruptive and not conducive to the well being of the game. And may be banned from such arena(s) as determined by the jurisdiction of the Branch/Association for a specified period of time.

Policy 6: It is the policy of PMHA that if a person is found in violation of the Ontario Hockey Federation's Code of Conduct that this individual may be dismissed as a

volunteer, team official or executive member within our Association and the Ontario Hockey Federation.

Policy 7: It is the policy of PMHA that any person found in violation of the CHA Policy on Harassment/Abuse adopted by the O.H.F on June 27, 1998, may be dismissed as a volunteer, team official or executive member within our Association and The Ontario Hockey Federation.

Policy 8: It is the policy of PMHA that under the Direction of the Director of Risk Management, a Harassment and Abuse Panel be formed to investigate and act upon any incident involving Abuse and. Harassment within the PMHA All outcomes/findings will be forwarded to the Director of Risk Management and subsequently to the HEO and O.H.F

Policy 8a: It is the policy of PMHA that members of the Harassment/Abuse Panel may include, but is not restricted to:

- ❖ Child Psychology
- ❖ Education
- ❖ Law
- ❖ Medicine
- ❖ Hockey
- ❖ And who have attended a Local Harassment/Abuse Seminar

Policy 9: It is the policy of PMHA that all Harassment/Abuse Panel Members must declare any potential conflict of interests and thus would not serve on that specific panel.

Policy 10: It is the policy of PMHA that separate dressing rooms/areas are provided for male and female personnel, which includes players, coaches, officials and volunteers. At the U13, U15, and U18 Levels, boys and girls shall not use the same dressing room at the same time to change into or out of their hockey equipment or uniforms. At the U7, U9, and U11, if boys and girls are to change into or out of their hockey equipment or uniforms in the same dressing room at the same time, then proper supervision with a minimum two (2) adult system must be followed.

Policy 10a: It is the policy of PMHA that while taking part in PMHA activities/events, the following areas have been made available for female personnel for dressing purposes and is to be used for both pre and post game preparations.

- ❖ while at the Pembroke Memorial Centre (PMC.), female personnel are to utilize the " Referee's Room." (Note: These are subject to change)

- ❖ while at the Pembroke and Area Community Centre (PACC), female personnel are to utilize the Lady's dressing room."

Policy 10b: It is the policy of PMHA that during the usage of either of these rooms, any female player under the age of 18 must have a parent /guardian either inside or directly outside the change room.

Policy 10c: It is the policy of PMHA that when both male and female personnel are fully dressed (must have complete uniform/equipment on skates and helmets are optional) they can take part in the team's pre-game meeting.

Policy 10d: It is the policy of PMHA that when the PMHA event/activity is complete, both female and male personnel may take part in a post game meeting (following the previously stated dress code and two (2) adult system. Once the post game instruction is complete, both male and female personnel are to change in their designated areas.

Policy 10e: it is the policy of PMHA that any "visiting team," not affiliated with the PMHA but taking part in a PMHA sanctioned event, must be advised to, and comply with articles a, b, c and d under Policy 10.

Policy 10f: It is the policy of PMHA that any "visiting team," not affiliated with the PMHA but taking part in a PMHA sanctioned event, who does not comply to Policy 10, articles a, b, c or d, may receive disciplinary consequences including immediate dismissal from that PMHA sanctioned event/activity.

Appendix "A" Minor hockey Executive Job Descriptions

President:

(2 year term elected during even numbered years)

- ❖ oversee all Executive meetings and shall not vote except in the case of a tie when he/she shall cast the deciding vote
- ❖ preside over all hockey meetings at the district and local levels
- ❖ ensure executive members carry out responsibilities
- ❖ ensure financial statements are available at each meeting
- ❖ ensure meeting minutes are recorded
- ❖ attend all required Upper Ottawa Valley League and HEO meetings
- ❖ represent the association within the community
- ❖ provide directives to Discipline Committee
- ❖ communicates with on-ice officials Pembroke Referees Association
- ❖ when treasurer retires, shall hold all financial records until successor is appointed

qualifications:

- ❖ a minimum 5 year experience within PMHA, at the Executive level
- ❖ strong leadership qualities, conflict resolution abilities and organization skills
- ❖ exceptional communication abilities, both written and verbal
- ❖ dedicated to self-improvement, self-learning within the environment of recreational sport
- ❖ must have strong managerial skills
- ❖ must be flexible and willing to donate abundant hours of work, and time
- ❖ must be solution focused and pro social in his/her approach

1st Vice President: (2 year term elected during odd numbered years)

- ❖ perform the duties of the President in his/her absence or at his/her request
- ❖ shall have all the rights and carry out all responsibilities of President
- ❖ when acting as President, he/she shall not vote except when such a vote is required to break a tie
- ❖ attend meetings of the Upper Ottawa Valley and HEO as required
- ❖ represent the association within the community
- ❖ coordinate convenor's

qualifications (for above position):

- ❖ a minimum 3 year experience within PMHA, at the Executive level
- ❖ strong leadership qualities, conflict resolution abilities and organizational skills
- ❖ exceptional communication abilities, both written and verbal
- ❖ dedicated to self improvement self learning within the environment of recreational sport must have strong managerial skills
- ❖ must be flexible and willing to donate abundant hours of work, and time
- ❖ must be solution focused and pro social in his/her approach

Secretary (2 year term elected during odd numbered years)

- ❖ take attendance at each meeting
- ❖ record minutes of each PMHA meeting
- ❖ prepare correspondence as directed by the executive
- ❖ develop and deliver timely press releases about activities of PMHA to increase positive exposure

- ❖ issue correspondence acknowledging all donations, volunteers' etc.

qualifications:

- ❖ must be organized with effective time-management qualities
- ❖ must have strong understanding of written and verbal communication
- ❖ must be team oriented, flexible and able to carry out multiple task
- ❖ must possess a strong understanding of various computer/software applications

Treasurer: (2 year term appointed by the Executive during even numbered years)

- ❖ prepare financial statements for each meeting/month, and as requested keep proper files for expenditures record receipts and sees that expenditures are supported by minutes authorizing the action to assist with and prepare year end financial statement for audit and present it at the year end annual meeting ensures that player insurance is prepared and paid on time to keep records of receipts and ensure that expenditures are supported by minutes authorizing this action

qualifications:

- ❖ must have an excellent understanding of preparing financial statements, both monthly and annually
- ❖ experience in the field of accounting/finance is a definite asset
- ❖ strong business communication abilities
- ❖ must be highly organized, dedicated and reliable
- ❖ must be able to maintain accurate and up to date financial records
- ❖ must be honest, trustworthy with a strong understanding of various software
- ❖ applications including spreadsheets and data bases

Master Coach: (1-2 year term appointed by executive during odd numbered years)

- ❖ oversees all Coaching functions within all levels both competitive and house provides leadership and instruction with respect to player skill development works with Dir, of Training and Development and Dir. of Risk Management in the development and monitoring of various developmental programs attends HEO meetings as required

qualifications:

- ❖ 3-5 years experience working within PMHA, preferably at the Coaching level to possess a minimum Level of Intermediate Coach from HEO/CHA excellent understanding of the principles of hockey for children and youth strong leadership, organizational and team building qualities goal oriented, and focused towards PMHA goals and directives

Director of Training and Development: (2 year term appointed during odd numbered years)

- ❖ organize training clinics for coaches, trainers and players as required conduct the following types of clinics; coach, intermediate coach, trainer, body contact clinics for players and off-ice official clinics for time and score keepers

qualifications:

- ❖ must have had minimum 3 years experience working within Minor Sport, preferably Minor Hockey
- ❖ strong communication, instructional, organizational and leadership qualities strong understanding of player/skill development within Minor Hockey must be dedicated to improving player/skill development within all divisions

Director of Risk Management: (2 year term appointed during even numbered years)

- ❖ develops, implements and monitors screening process as outlined by CHA and HEO
- ❖ maintains up to date files/records of all Association Members - including
- ❖ Screening information, coaching levels and training certificates, etc.
- ❖ ensures all players have proper equipment
- ❖ conducts safety awareness campaigns and distributes CHA safety material
- ❖ ensures compliance with CHA Speak Out Program
- ❖ keeps records of injuries and ensure that teams file injury reports on a timely basis
- ❖ attends district meetings as required
- ❖ provides direction to discipline committee
- ❖ communicates with on ice officials Pembroke Referees Association
- ❖ establishes/maintains relationship with outside organizations, i.e., Pembroke Police Services, Family and Children's Services, etc.
- ❖ organizes and chairs disciplinary hearings, and reports findings/consequences to President
- ❖ practices and ensures confidentiality at all times within PMIHA

qualifications:

- ❖ 3-5 years experience working within the field of Child/Youth Work or equivalent
- ❖ 3-5 years experience within PMHA, preferably at the Executive Level

- ❖ strong understanding of Risk and Safety Management, Issues/Initiatives
- ❖ excellent communication and leadership qualities
- ❖ strong documentation skills
- ❖ excellent understanding of the HEO, ODHA, CHA and OHF guidelines on Abuse and Prevention Policies
- ❖ strong understanding of child/youth development, child welfare and the of hockey development

Convener Competitive Hockey: (1 year term elected)

- ❖ oversees the competitive hockey operations
- ❖ organizes try outs and ensures player selections are done fairly
- ❖ ensures all team registrations are completed on a timely basis
- ❖ ensures all teams operate and complete league schedules
- ❖ monitors teams activities ensuring conformity with Association policies
- ❖ attends Upper Ottawa Valley League meetings as required
- ❖ ensure that coached handle players not selected in a professional/efficient manner
- ❖ ensure that the house league convener is informed of all players who have not continued try outs, or have not been selected to comp, in order to provide smooth transition. to house league
- ❖ advises teams on fair distribution of A/P to allow for player development

qualifications:

- ❖ to have had previous experience within PMHA, i.e., Coach, Manager, etc.
- ❖ must demonstrate a strong understanding of the HEO and UOVIDMHA guidelines

- ❖ must be organized with effective leadership and problem solving abilities
- ❖ demonstrate strong communication abilities, both written and verbal
- ❖ previous experience within the field of Minor Sport considered valuable

Registrar: (2 year term elected during even numbered years)

- ❖ organizes and schedules annual registration of participants
- ❖ prepares team lists
- ❖ prepares affiliation lists and monitors changes
- ❖ monitors all player fees are paid and forwarded to treasurer
- ❖ ensures association meets all registration deadlines
- ❖ collect all required information at registration
- ❖ immediately informs executive members regarding any new information, i.e. signatures required that the conveners are to gather
- ❖ ensures that all team officials are registered and hold the appropriate credentials
- ❖ forwards all necessary team official information to the Director of Risk Management

qualifications:

- ❖ strong organizational skills with an ability to work with time deadlines
- ❖ excellent interpersonal, communication and team building skills
- ❖ working knowledge of various computer software applications including
- ❖ experience with data base development and upgrading
- ❖ must be detail oriented, flexible

- ❖ must demonstrate a strong knowledge of the Management fundamentals of Minor Sport, particularly Minor Hockey

Convener U7 (1 year term elected)

- ❖ organizes IP hockey program in accordance with CHA guidelines
- ❖ organizes Fun days and T/P Tournaments
- ❖ maintains communication between parents, players and coaches with respect to upcoming events, i.e. pictures, year end banquets etc.
- ❖ maintains strong level of commitment towards player development

qualifications:

- ❖ must hold the HEO/CHA Initiation Program Coordinator's Certification
- ❖ must be dedicated to the development of beginning/young hockey players
- ❖ strong leadership, communication and presentation skills
- ❖ must possess an excellent understanding of the Initiation Program and its Mission
- ❖ strongly interested in the development of initial/basic hockey skills to young children

Conveners – U9, U11, U13, U15, and U18 (1 year term elected)

- ❖ organizes house league program in the traveling Valley Minor Hockey League or local league
- ❖ conducts meetings with coaches and all team officials
- ❖ organizes player drafts for teams and ensures fairness and equality
- ❖ provides ice schedules and ensures a balance between league and practice time
- ❖ promotes player development through coach training and teaching of skills
- ❖ monitors division schedules and activities i.e. away tournaments

- ❖ ensures that home tournaments are organized and that the teams attend other tournaments
- ❖ organize/arrange team/player photographs
- ❖ organize/arrange information regarding division activities, i.e., game scores and tournament times and media releases
- ❖ provide a method of communication between parents, coaches and executive
- ❖ in order to monitor coach activities, assist team official's etc.
- ❖ provide team executive with information/access to tournaments

qualifications

- ❖ must possess a strong understanding of the game/fundamentals of hockey
- ❖ previous experience within Minor Sport would be beneficial
- ❖ must have strong communication and leadership qualities
- ❖ strong time management and team qualities
- ❖ must be organized and interested in promoting player development

Equipment Manager: (1 year term appointed by the Executive)

- ❖ controls the issue and return of all PMHA hockey equipment
- ❖ inventories all PMHA equipment, and documents for insurance purposes
- ❖ maintains equipment in good repair
- ❖ purchases items as needed within the budgeted guidelines
- ❖ knowledgeable on the fit and function of goalie equipment
- ❖ solicits sponsors of equipment, i.e., sweaters, first aid kits etc.

qualifications:

- ❖ must be organized and be well versed in CHA approval hockey equipment
- ❖ must understand proper fitting, repair and usage of hockey equipment

Past President: (1 year term)

- ❖ provides assistance to the President, 1st Vice/2nd Vice Presidents
- ❖ may attend all Executive meetings as a nonvoting member of the Executive
- ❖ assists with clarification of the President's role

Ice Allocator: (2 year term elected odd numbered years)

- ❖ Meet annually with the City of Pembroke to review PMHA ice times.
- ❖ Provides the UOVMHL, by the deadline provided annually, with ice times for Valley League games for all divisions in the calendar form.
- ❖ Work with outside associations i.e. Westmeath to obtain ice times during Silver Stick weekends.
- ❖ Assign all ice times to division convenors for PMHA practices.
- ❖ Monitor ice usage. Work with HL convenors and competitive team managers to cancel/reschedule ice times. Advise the City of Pembroke of cancellations.

qualifications

- ❖ Previous PMHA experience an asset
- ❖ Strong organizational skills with an ability to work time deadlines
- ❖ Effective communication and problem solving abilities
- ❖ Must be detail oriented and flexible

Bingo Coordinator (2 year term appointed by Executive during odd numbered years)

- Complete and submit permit application forms twice a year for January-June and July-December each year, along with a budget and a proposed budget completed by the treasurer
- Create a list of volunteers and ensure that bona fide volunteers are trained, knowledgeable and updated about all policies and standards, all training materials and customer service initiatives.
- Ensure two trained bona fide members are scheduled and carry out their duties for each charity assignment scheduled to PMHA.
- Complete a “Monthly Report to Municipality” showing the income received, expenses and use of proceeds and include a copy of the monthly bank statements, receipts and copies of the cancelled cheques.
- Promote how the funds raised in the Charitable Gaming Centre support the good works they carry out in the community.
- Participate in all charity awareness initiatives directed by the OCGA (Ontario Charitable Gaming Association).
- Attend OCGA meetings and the AGM
- Maintain a list of volunteers who have worked the assignments and track credits given to them towards next years’ registration for doing so.
- Report to the PMHA Executive on what is happening and provide updates.

Qualifications:

- Strong interpersonal skills
- Excellent communication skills
- Good time management skills
- Excellent organizational skills

Tournament Director (2 year term appointed by the Executive during even numbered years)

Responsibilities:

- Ensure that PMHA-sponsored tournaments are well organized and run smoothly.
- Responsible for coordinating all PMHA tournaments, except U7 and U9.
- Ensure all PMHA tournaments are registered and receive approval.
- Ensure all needed approvals and registrations are completed according to the requirements of the governing bodies.
- Establish a budget and participation objectives with PMHA to achieve the desired goals.
- Schedule and oversee game officials
- Collect tournament registration fees
- Coordinate with the Ice Allocator, ensure that tournament ice times are properly blocked off on the ice schedule.
- Foster positive relationships with multiple hockey associations

- Complete tournament schedules.

Qualifications:

- Solid written and oral communication skills and a demonstrated ability to deliver timely results
- Able to work independently with minimal supervision
- Able to prioritize multiple engagements and deliverables with achieving deadlines
- Able to work seamlessly and collaboratively with various internal and external stakeholders and teams

Appendix "B" PEMBROKE MINOR HOCKEY

VOLUNTEER APPLICATION FORM 2004/2005

PLEASE COMPLETE THE FOLLOWING

Name: _____ Sex M or F D.O.B. Y ___ M ___ D ___

Address: _____ City: _____

Province: _____ Postal Code: _____ Phone :(res) _____ (bus) _____

Position(s) you are applying for: 1st Choice: _____ 2nd Choice: _____

If these choices are not available, would you accept a different position? Y or N

Identify your previous volunteer position(s) and team category(s): (attach resume if necessary)

Position	Team/Association	Category	Date
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- 1.
- 2.
- 3.

Identify the Level(s) of Coaching/Training that you have achieved: (provide copies of all)

Training Type	Level	Year Attained
---------------	-------	---------------

- 1.
- 2.
- 3.

What are your objectives and goals for the upcoming season? (Complete and attach)

Please identify 3 references to verify your involvement in Minor Sports.

Name: _____ Name: _____

Phone: _____ Phone: _____

I warrant that all information described above is, to the best of my knowledge, correct, and hereby consent to and authorize the release and disclosure of that information to representatives of the Pembroke Minor Hockey Association for program purposes.

Signature: _____ Date: _____

Team Official Job Descriptions

Head Coach

Purpose:

To create and provide a high quality hockey environment which will result in good communication, participation, fun, fitness, fellowship and a rewarding and enjoyable experience by all players.

- ❖ serve as official spokesperson on behalf of the team
- ❖ coordinates the delegation of responsibilities to the Assistant Coach, Manager and Trainer
- ❖ plan on ice and off ice team activities in consultation with the Assistant Coach
- ❖ coordinate player evaluation and player selection in conjunction with the division Convener
- ❖ plan, implement and control pregame preparation and communication with the team
- ❖ coach the Team in all games and practices
- ❖ establish rules for the team and oversee the supervision of the players
- ❖ submit a year end report which contains the following information:
evaluation of the players,
- ❖ performance, evaluation of the team's performance, outline of practice plans and game strategy
- ❖ and recommendations on how program can be improved
- ❖ coordinates the implementation of the on ice curriculum as outlined
- ❖ reports to the association through the division Convener

Qualifications:

Strong hockey background in playing, coaching and evaluating

- ❖ strong interest and commitment to child/athlete development

- ❖ ability to work with fellow coaching personnel
- ❖ ability to communicate on ice and off ice requirements to players and parents
- ❖ availability as to the time requirements
- ❖ certified at the level indicated by CHA/ODHA/HEO and local policy
- ❖ appointed via application and subsequent recommendation by Coach selection Committee and ratified by PMHA Executive

Job Description:

Assistant coach

- ❖ assist with player evaluation and player selection process
- ❖ assist with planning, organizing and conducting practices
- ❖ assist with pregame preparation
- ❖ assist with the operation of the team during the game/practice
- ❖ assist with the post game evaluation
- ❖ assist with the scouting and evaluation of opponents (if necessary)
- ❖ assist with the supervision of players both on and off ice
- ❖ assist with- the information of the overall game plan, as well as the game to game adjustments
- ❖ submit a year end evaluation report to the Head Coach containing observations on the player
- ❖ performance, team performance and general recommendations on the program
- ❖ reports to the team Head Coach

Qualifications:

- ❖ strong hockey background in playing, coaching and evaluating

- ❖ strong interest and commitment to child/athlete development
- ❖ ability to work with fellow coaching personnel
- ❖ ability to communicate on ice and off ice requirements to players and parents
- ❖ availability as to time requirements
- ❖ certified at the level indicated by CHA/ODHA/HEO and local policy
- ❖ appointed via application and subsequent recommendation by Coach and Coach selection
- ❖ Committee and ratified by PMHA Executive

Job Description:

Team Trainer/Equipment Manager

- ❖ coordinates and controls the distribution of Team equipment
- ❖ maintains and repairs equipment working with PMHA Equipment Manager
- ❖ in conjunction with the Team Manager, maintains inventory and controls distribution of team
- ❖ supplies, i.e. medical supplies, water bottles, etc.
- ❖ records all equipment assigned to players
- ❖ organizes equipment on the bench and administers to player equipment needs during games or practices
- ❖ ensures dressing room is properly organized and players are instructed on dressing room rules and procedures
- ❖ in conjunction with the Coaching Staff, organizes the dressing room and the players bench;
- ❖ pregame and post game
- ❖ reports directly to the Team Head Coach

Medical Responsibilities:

- ❖ reports all injuries to medical personnel
- ❖ under medical attention administers the therapy needs of the players
- ❖ keeps accurate records of all treatments
- ❖ in conjunction with the Coaching Staff, conducts pre ice and post-ice stretching
- ❖ administers first aid needs during the course of games and practices
- ❖ other duties as required maintaining adequate medical supplies
- ❖ administrates removal and return to play during medical procedures

Qualifications:

- ❖ strong hockey organizational background
- ❖ strong interest and commitment to child development
- ❖ ability to communicate with team staff, parents, players and medical personnel
- ❖ certified at the level indicated by the CHA/ODHA/HEO and local MHA
- ❖ on application or recommendation by Coaching Staff and ratified by PMHA Executive

Job Description:

Team Manager

Purpose:

To assist the Coach. Assistant Coach and players by Hockey's Philosophy and objectives. Incorporating these in the planning and organization of the PMHA program.

- ❖ act on direction of the Team Head Coach and report directly to the Head Coach
- ❖ coordinate the team selection process in conjunction with the Coach coordinator and Team Coaches
- ❖ develop an operating budget for the team

- ❖ submit a financial summary of the team
- ❖ coordinate travel, accommodation, meals and facility rental for the team
- ❖ assist with team communication regarding events
- ❖ obtain necessary equipment and supplies for the team
- ❖ coordinate team financial matters including player fees, extra ice fees, etc.
- ❖ submit a year end evaluation report containing observations on team performance and recommendations on the program
- ❖ generate a team address list and circulate
- ❖ attend scheduled meetings and produce a team schedule in conjunction with the Coaching Staff
- ❖ coordinate all pre and post game paperwork and distribute to appropriate parties, i.e. game sheet
- ❖ communicate with Division Convener on team results
- ❖ in conjunction with Team Trainer, report all injuries and return to play guidelines to PMHA Director of Risk Management

Qualifications:

- ❖ strong hockey administrative background
- ❖ strong interest and commitment to child/athlete development
- ❖ ability to communicate with Team Stain parents, players and association Executive
- ❖ conversant on rules and regulations
- ❖ appointed via the selected Coaches and subsequent recommendation by Coach selection
- ❖ Committee and ratified by PMHA Executive

Appendix “E”

Major/Minor Incidents of Harassment and Abuse

Major Incidents Category

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

Physical mistreatment (kicking, slapping, punching, hair pulling, shaking, tying up, restraining, hitting with an object, throwing equipment at an athlete such as pucks, sticks, clipboard, having or allowing team members to physically assault another athlete) resulting in injury.

Sexual mistreatment (kissing or holding a young athlete in a sexual manner, touching the Athletes sexual body parts, forcing a young athlete to touch another person's sexual parts, penetrating a young athlete anally or vaginally with objects or fingers, having vaginal or anal or oral intercourse, flashing or exposing your sexual' body parts, watching intrusively a young athlete change or shower, speaking or communicating sexually, showing pornographic films, magazines or photographs, objecting to, or ridiculing a young athlete's sexual body parts).

Inadequate moral guidance and discipline (not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornographic movies to young athletes, hazing).

Emotional mistreatment (attack on child's self esteem, harassment on the basis of age, race, color, religion, marital status, disability).

Minor Incidents Category

The following can be categorized as Minor and follow the PMHA procedure.

Inappropriate jokes or single incidences of unwelcome or patronizing comments, remarks or actions i.e., congratulatory hug, pat on the behind.

Unacceptable behaviour profanity, substance abuses.

Coaching strategies unbecoming to hockey a coaching strategy intended to produce peak performance in an athlete or team, i.e., pulling from a game, benching, reduced playing time, shortening of the bench.

Constitutional or technical issues, i.e., correct procedures not followed eligibility, player release and registration, certification.

Common sense, i.e., questioning one's own practices and trusting personal intuition when something does not seem right.

Appendix "F" Reporting Form for Disclosures

Youth's Name: _____ Age: _____

Address: _____ Telephone: _____

Sport Association: _____ Team: _____

Address: _____ Administrator: _____

DESCRIBE WHAT THE YOUTH SAID:

(Record facts and statements, not interpretations)

DESCRIBE YOUR OBSERVATIONS OF THE YOUTH:

DESCRIBE THE CONTEXT OF THE DISCLOSURE:

(Where it occurred, other people who listened)

REPORTING

Who reported to the Child Protection Agency or police?

Date: _____ Time: _____

Who received the report? _____

What response did the Child Protection or Police Representative give to the report?

Speak Out! Act Now!

Appendix “G” Ontario Hockey Federation OHF Code of Conduct

This Code of Conduct identifies the standard of behaviour, which is expected of all Ontario Hockey Federation (OHF) Members, including athletes, coaches, parents, directors, volunteers, staff and others.

OHF, Member Partners and League Associations are committed to providing a sport environment in which all individuals are treated with respect. Members of the OHF shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated by the OHF, Member Partners or Local Associations.

During the course of all OHF, Member Partners and Local Association's activities and events, members shall avoid behaviour which brings OHF, Member Partners and Local Associations or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

OHF members shall at all times adhere to the OHF, Member Partners and Local Associations' operational policies and procedures, to rules governing the OHF, Member Partners and Local Associations' events and activities and to rules governing any competition in which the member participates on behalf of the OHF, Member Partners and Local Associations.

Members of the OHF, Member Partners and Local Associations shall not engage in activity or behaviour, which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OHF, Member Partners and Local Associations, including the opportunity to participate OHF, Member Partners and Local Associations' activities.

Appendix “H”

PEMBROKE MINOR HOCKEY ASSOCIATION

HOUSE LEAGUE TOURNAMENTS

General tournament Rules

1. C.H.A. rules, HEO. Regulations and the HEO
2. Teams are guaranteed three games in all divisions.
 - a. Games in all divisions will consist of three ten (10) minute periods
 - b. No time outs are allowed in any tournament games
 - c. Over time will only be played in the semi final and championship games
3. Standings will be based on two (2) points for a win, one (1) point for a tie.
4. Tie breaking in round robin standings will be based, in order on:
 - a. The head to head record involving the teams tied
 - b. The best ratio of **Goals for** in all round robin games

Goals for + Goals against (use ratio sheet)

- c. The teams with most goals scored
 - d. The team with the lowest number of penalty minutes (misconducts count as ten (10))
 - e. A toss of the coin by the tournament convenor or designate.
5. For all final round robin games, the placement of teams and designation of home and visiting teams will be made by the tournament convenor on the basis of the team records as determined by rules 3 and 4. Wildcard team always places after division winners.
6. OVERTIME in the final games shall be conducted in a series of 10 minute sudden victory overtime periods. During all these overtime periods, teams will play with three (3) skaters plus a goaltender. Substitutions are allowed. When a penalty would result in one team having less than three (3) skates and the other team shall add one (1) or two (2) players for the duration of the penalty, returning to the

- proper number of players at the first stoppage in play following the expiration of the penalty.
7. The team manager or coach must check in forty five (45) minutes before first game with their official team list (signed by their District registrar).
 8. Games may start, and teams must be ready to go on the ice, fifteen (15) minutes before scheduled game time. All warm-up, pep talks and team rituals shall take place before the team goes on the ice. Teams will be allowed only two (2) minutes warm up on the ice prior to the game. Undue delay could result in a delay of game penalty against the offending team.
 9. If the goal spread between the teams reaches six (6) goals or more, running time will be used instead of stop time, as long as the goal spread remains at six (6) or more goals. The game returns to stop time if the goal spread reduces to 5 or fewer goals.
 10. Teams are asked to leave their dressing rooms in a neat and clean condition within thirty (30) minutes of the conclusion of their game.
 11. All players will be required to sign the HEO sign in sheet before each game in their dressing room. This is the responsibility of the team managers or coach of the team.
 12. Any player receiving any three (3) minor penalty's shall be assessed a game ejection penalty for the remainder of that game. A player from the ice will serve the minor penalty.
 13. WALKING ACROSS THE ICE SURFACE WILL RESULT IN A TWO (2) MINUTE PENALTY.
 14. No protest aloud.
 15. Game ejection from the tournament for fighting.
 16. No cameras, no camera cell phones, no video cameras aloud in the dressing rooms.
 17. Tournament convenor will have the final say.

