# CODE OF CONDUCT

**INTRODUCTION**

1. This policy identifies the standard of behaviour, which is expected of all Almonte Pakenham Minor Hockey Association (APMHA) members, including but not limited to players, executive members, conveners, coaches, assistant coaches, trainers, managers and any other team officials, on or off-ice game officials, and any other recognized volunteers. It also applies to any individuals who, although not directly employed by, nor a registered member of a team within, nor a volunteer for the APMHA, is considered to have a vested interest in amateur hockey, and/or a strong influence on any of its members; for example, parents/guardians, family members or spectators.

**CONDUCT MANAGEMENT**

1. The APMHA is dedicated to providing an environment whereby all individuals are treated with respect. It is expected all APMHA members shall conduct themselves in a fair and responsible manner. The APMHA has a zero tolerance for any behaviour which is disrespectful, offensive, abusive, racist or sexist. It is the duty of the APMHA to protect all participants from all forms of abuse and harassment, whether emotional, physical, neglectful, sexual or of the bullying type, while participating in a APMHA sanctioned event. The APMHA considers any form of abuse or harassment to be unacceptable and will take appropriate measures to prevent this intolerable social problem. The APMHA will not tolerate any form of abuse or harassment towards any participant within the APMHA. It is the expectation of the APMHA, every executive member, team or game official, volunteer, parent and player/participant to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.
2. Any member of the APMHA whose conduct establishes: violent or harassing behaviour against children, youth or adults; violations of positions of trust; abuse of a physical, sexual or emotional nature; substance or chemical abuse; or other violations, may be suspended, dismissed and/or not accepted as a volunteer or executive member. This may include any parent, guardian, adult or spectator, whose conduct during any APMHA sanctioned event/activity, is legitimately deemed to be disruptive, unsafe or non-conducive to the wellbeing of the game of hockey.

**BEHAVIOURS**

1. Abuse is defined as any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child or youth. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or a breach of trust.
2. Emotional Abuse is a chronic attack on a child’s self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring a child’s needs.
3. Physical Abuse is when a person in a position of power or trust purposefully uses, or threatens to use physical force or action that results in or could result in an injury, impairment, intense or prolonged pain to a child or a child’s death. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, assaulting, burning, poisoning, hazing or using excessive exercise as a form of punishment.
4. Sexual Abuse is when a young person is used by an older child, adolescent or adult, for his/her own sexual stimulation or gratification.
5. Neglect is the inability or unwillingness of those responsible for the care of a child to meet the physical, medical and/or developmental needs of the child, including inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no one intervenes when team members are persistently harassing another player, or road trips are not properly supervised. Not always intentional, neglect may be a result of insufficient resources or other circumstances beyond a person’s control.
6. Harassment is defined as conduct/behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Any of the different forms of harassment may be based on grounds prohibited by human rights legislation, such as race, ethnicity, sex, sexual orientation or religion. It may be between peers (e.g. player to player of the same age group, parent to official, coach to coach), or between someone in a position of power or authority and an adult in a subordinate position (eg. Coach to player, sports administrator to employee). Harassment covers a wide spectrum of behaviours; subsequently the response must be an appropriate and fair one, allowing adequate opportunity for all involved parties to collect all relevant information.
7. Bullying is a unique phenomenon. It describes behaviours between children under the age of twelve which are reflective of harassment, intimidation and discrimination. It can also describe behaviours between youth and between adults which are cruel, demeaning and hostile but are not addressed under human rights legislation or criminal codes.

**COMPLAINT, INVESTIGATION AND INTERVENTIONS PROCESS**

**Confidentiality and Neutrality**

1. The APMHA recognizes the sensitive and serious nature of abuse and harassment, in particular of coming forward with a complaint or of being accused, and will strive to keep all matters related to a complaint confidential. However, if required by law to disclose information, the APMHA will do so.
2. The APMHA members receiving complaints shall act with complete neutrality. Just as the complainant has a right to make a complaint, the accused has a right to know that a complaint has been made, and to respond. There are two sides to every story and the first task in sorting out the merits of a complaint is to gather the facts.
3. Should a member bring forth a complaint/disclosure describing an issue of abuse or serious harassment, regardless of the scenario or individual’s involved, if the complaint/disclosure is of an abusive or criminal nature, document and report it immediately to your local Child Protection Agency and/or the local Police Detachment, ask for instructions.

**Reporting of Complaint/Disclosure**

1. Any person wanting to file a complaint for follow-up action should report the complaint to the APMHA Director of Discipline and Risk Management and/or President.
2. Where a third party person believes there is sufficient evidence to warrant laying a formal complaint, but the victim is apprehensive, unsure or unable to independently bring forth his/her complaint, the third party person, on behalf of the victim, may bring forth the complaint, verbally or in writing.
3. Anonymous complaints may be received and mean that there is a possibility that something is wrong and therefore, a discreet investigation is needed. These complaints will be investigated in order to determine if the complaint is founded.
4. Upon receipt of a complaint the Director of Discipline and Risk Management will open an investigation into the complaint. All relevant information will be examined and investigated. The result of the investigation will be disclosed to the APMHA President and the information will be held by the APMHA Director of Discipline and Risk Management.
5. Only if the complaint is deemed to be founded will the involved parties be notified. If the complaint is concluded to be unfounded, the complainant will be notified of the result and the complaint will be deemed as closed.

**Hearing and Sanctions**

1. A hearing may be required in order to resolve a complaint or to impose sanctions. If a hearing is required, the Director of Discipline and Risk Management will activate a hearing committee composed of the Director of Discipline and Risk Management and two other members of the APMHA Executive.
2. The hearing committee will examine the information and evidence of the complaint and listen to the evidence of the involved parties. Written and signed submissions may be considered but given little weight as the hearing committee will not have a chance to discuss the contents with the complainant if they are not present.
3. Consequences for a breach of the Code of Conduct can range from a warning to suspension of the member from all activities of the APMHA. The sanction will be decided by the hearing committee and the President advised of the outcome. The result of the hearing will be presented to the APMHA Executive at the following board meeting. The decision will be retained on file by the Director of Discipline and Risk Management for future reference.
4. If the complaint requires immediate action the Director of Discipline and Risk Management and/or President may impose an immediate sanction until a hearing can be completed.

By signing below I have read and agree to abide by the above code of conduct:

Player Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_