

S.T.H.C. POLICES 2013

SECTION 15: POLICIES

Policy #00-01 ABUSE

Revision date: December 20, 2004

1. RECOGNITION AND PREVENTION OF ABUSE POLICY

This policy sets out the principles and practices of The Streetsville Tigers Hockey Club with regards to abusive behaviour towards participants.

A. RELATIONSHIP TO HARASSMENT/ BULLYING POLICY

Some behaviours which are defined as abuse, when a child or youth's protection is at risk, can also constitute harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries. The Streetsville Tigers Hockey Club Harassment/Bullying Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

B. THE STREETSVILLE TIGERS HOCKEY CLUB MISSION

WE DEDICATE OURSELVES TO THE YOUTH OF OUR COMMUNITY BY PROVIDING AN ENJOYABLE OPPORTUNITY TO PARTICIPATE IN AMATEUR HOCKEY FOR THE RECREATIONAL "AA" PLAYER. WE ARE COMMITTED TO THE DEVELOPMENT OF GOOD SPORTSMANSHIP BASED ON RESPECT FOR ALL PARTICIPANTS, ADHERENCE TO RULES AND LEADING BY EXAMPLE.

C. STATEMENT OF PURPOSE

The Streetsville Tigers Hockey Club is part of the sporting community in our country that is 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. The Streetsville Tigers Hockey Club 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, The Streetsville Tigers Hockey Club will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, The Streetsville Tigers Hockey Club will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The Streetsville Tigers Hockey Club is committed to the highest possible standards of care for its participants.

D. POLICY

It is the policy of The Streetsville Tigers Hockey Club that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The Streetsville Tigers Hockey Club expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

1. DEFINITIONS OF ABUSE

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In Ontario a young person is considered a child under 18 years of age.

S.T.H.C. POLICES 2013

2. EMOTIONAL ABUSE

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 the child's needs.

3. PHYSICAL ABUSE

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

4. NEGLECT

Neglect is chronic 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.

5. SEXUAL ABUSE

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification.

There are two categories:

Contact	Non-Contact
<ul style="list-style-type: none">* touched or fondled in sexual areas* kissed or held in a sexual manner* forced to perform oral sex* vaginal or anal intercourse* vaginal or anal penetration with an object or finger* sexually oriented hazing	<ul style="list-style-type: none">* obscene remarks on phone/computer or in notes* voyeurism* forced to touch another person's sexual areas* shown pornography* forced to watch sexual acts* sexually intrusive questions and comments* forced to pose for sexual photographs or videos* forced to self-masturbate or forced to watch others masturbate

S.T.H.C. POLICES 2013

Harassment and Abuse - Differences and Similarities

	Abuse	Harassment
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under age of majority as determined by Provincial and Territorial Child Protection Acts; may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and /or breeches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to organization; referred to child welfare or police	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)
Follow-up actions	Determined by Provincial and Territorial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organization's harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behaviour	The victim is not to blame; offenders are responsible for their behaviour

S.T.H.C. POLICES 2013

6. DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. The Streetsville Tigers Hockey Club is committed to help reduce and prevent the abuse and neglect of participants. The Streetsville Tigers Hockey Club realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

Every province and territory in Canada, except the Yukon, has mandatory reporting laws regarding the abuse and neglect of children and youth; the Yukon requests that concerns be reported. Consequently, it is the policy of The Streetsville Tigers Hockey Club that any Streetsville Tigers Hockey Club personnel (part-time and full-time staff, volunteer, participant, team official, on-ice official) or (parent, guardian) who has reasonable grounds to suspect that a participant is or maybe suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police.

Those involved with The Streetsville Tigers Hockey Club in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, maybe the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By educating our The Streetsville Tigers Hockey Club in co-operation with Hockey Canada, The Ontario Hockey Federation and the Greater Toronto Hockey League personnel, are weaving a tighter safety web around our most precious resources... the players!

Policy #00-02

BULLYING AND HARASSEMENT

Revision date: December 20, 2004

2. THE STREETSVILLE TIGERS HOCKEY CLUB BULLYING AND HARASSMENT POLICY

This Policy sets out the principles and practices of The Streetsville Tigers Hockey Club regarding bullying and harassment.

A. RELATIONSHIP TO RECOGNITION AND PREVENTION OF ABUSE POLICY

Some behaviours, which are defined as harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries, can also constitute abuse, when a child or youth's protection is at risk. The Streetsville Tigers Hockey Club Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

B. STATEMENT OF PURPOSE

The Streetsville Tigers Hockey Club is committed to providing a sport and work environment, which promotes equal opportunities and prohibits discriminatory practices and bullying.

S.T.H.C. POLICES 2013

Harassment is a form of discrimination, which is prohibited by human rights legislation in Canada. Bullying involves a person expressing their power through the humiliation of another person. Bullying may be a form of harassment but also has some of its own defining characteristics. The sport setting is one area in which bullying occurs. In some cases coaches and players use bullying tactics deliberately to motivate performance and to weaken opponents.

The Streetsville Tigers Hockey Club supports the right of all its members, whether athletes, volunteers or employees, to participate in all sanctioned hockey activities free from any form of harassment and bullying. Further, The Streetsville Tigers Hockey Club emphasizes the importance of eliminating harassment and bullying in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and bullying and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual.

In order to further these objectives, The Streetsville Tigers Hockey Club will make every reasonable effort to promote awareness of the problem of harassment and bullying among all its members, and to respond quickly and effectively to complaints or disclosures of harassment or bullying.

C. POLICY

It is the policy of The Streetsville Tigers Hockey Club that harassment and bullying in all its forms will not be tolerated during the course of any sanctioned hockey activity or program. Accordingly, all The Streetsville Tigers Hockey Club personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

1. DEFINITION OF HARASSMENT

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Harassment may occur among anyone 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 (e.g.: coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

1. Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc.
2. Condescending, patronizing, threatening or punishing actions which undermine self-esteem
3. Practical jokes, which cause awkwardness or embarrassment, or may endanger a person's safety
4. Degrading or inappropriate hazing rituals
5. Unwanted or unnecessary physical contact including touching, patting, pinching

S.T.H.C. POLICES 2013

6. Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement
7. Sexual assault or physical assault

It is important to note that the behaviours described in items 5 to 7, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the Recognition and Prevention of Abuse Policy are applicable.

2. DEFINITION OF BULLYING (updated 2010)

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.).

The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue - e.g. extortion, physical assault etc...

Bullying can be broken down into four types:

- Physical (hit or kick victims; take/damage personal property)
- Verbal (name calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber bullying

The following is a non exhaustive list of tactics used by bullies to control their targets:

1. Unwarranted yelling and screaming directed at the target
2. Continually criticizing the target's abilities
3. Blaming the target of the bullying for mistakes
4. Making unreasonable demands related to performance
5. Repeated insults or put downs of the target
6. Repeated threats to remove or restrict opportunities or privileges
7. Denying or discounting the target's accomplishments
8. Threats of and actual physical violence

S.T.H.C. POLICES 2013

Harassment and Abuse - Differences and Similarities

	Abuse	Harassment
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under age of majority as determined by Provincial and Territorial Child Protection Acts; may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and/or breeches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to organization; referred to child welfare or police	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)
Follow-up actions	Determined by Provincial and Territorial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organization's harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behavior	The victim is not to blame; offenders are responsible for their behaviour

3. RESPONSE AND REMEDIES

It is the position of The Streetsville Tigers Hockey Club that harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. The Streetsville Tigers Hockey Club recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, The Streetsville Tigers Hockey Club recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.

More serious incidents should be dealt with according to the relevant association, branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

S.T.H.C. POLICES 2013

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

Policy #00-03

PROCEDURES FOR RECEIVING A COMPLAINT OF BULLYING AND HARASSMENT OR ABUSE

HARASSMENT AND ABUSE COMPLAINT PROCEDURE

Written reports, complaints, correspondence received.

Harassment and Abuse Co-ordinator:

- Records and assigns a file number to complaint.
- Prioritize (Minor/Major).
- Follow applicable notification procedure below. (Major / Minor)
- Facilitate progress.
- Prepare Monthly Status Report.
- Resolve minor disputes informally.
- Refer Technical issues to applicable Director.
- Recommend Constitutional Changes.

Phone call or Verbal report of Harassment or Abuse made to an Executive member, Minor Official, Coach, Players/Parent, Public/Spectators. Complete a Harassment and Abuse report form for disclosure and handed it to the Harassment and Abuse Co-ordinator who will then follow the procedure outlined.

MAJOR COMPLAINTS

Harassment & Abuse Coordinator to advise the President

- Review priority of complaints.
- Major Complaints, act immediately.
- Spokesperson for the Association.
- Inform the STHC Executive.
- Contact Police first and then wait for direction.

If Approval to proceed after consultation with the authorities, send complaint to Harassment and Abuse Committee.

MINOR COMPLAINTS

Harassment & Abuse Coordinator to advise the Chair of the Harassment and Abuse Fact Finding Committee

- Chairman of the HC to advise.
- 3 Committee members.
- Monthly meetings and report to Association Executive.
- Confirmation of Complaint letter.
- Appoint a Fact-Finding Team.
- (2 people)

S.T.H.C. POLICES 2013

- Report findings back to the Harassment and Abuse Committee.
- If evidence warrants Harassment and Abuse Committee holds a hearing.
- HAC renders a Decision.
- Decision to be mailed out to all parties.
- Follow-up on Decision.
- Decisions and any Sanctions to be sent to GTHL & OHF.

RECEIVING A COMPLAINT

Complaints can be received by the Club in two ways.

WRITTEN DISCLOSURE

Disclosure of this type is usually in the form of a letter and in many cases by either a parent, team official, player or lawyer. It is important that the letter contain enough detail to provide the Club with a clear understanding of the event or circumstances surrounding the abuse and/or Bullying and harassment which in turn will facilitate a decision as to the severity of the incident (major or minor) with the appropriate action. A report titled "Harassment and Abuse Disclosure Report" should be filled out and the correspondence attached to the form creating a file.

The file is handed to the Harassment and Abuse Coordinator for documentation into the system. (In the absence of the Coordinator the file is forwarded to the President)

VERBAL DISCLOSURE

Disclosures of this type, usually comes to the Club through a coach, trainer, manager, convenor or executive member. All disclosures of harassment and abuse need to be documented and reported accurately.

The person who hears the disclosure or suspects the abuse **MUST MAKE THE REPORT**. The responsibility for reporting **CANNOT BE ASSUMED BY ANY OTHER PERSON**.

Again the "Harassment and Abuse Disclosure Report" should be filled out by the person hearing the disclosure. The form will act as a guide to the nature of information required. The form then starts the file creation and should be supported with follow-up investigation reports.

This file is handed to the Harassment and Abuse Coordinator for documentation into the system. (In the absence of the Coordinator the file is forwarded to the President)

NOTE: The Verbal disclosures need to be handled sensitively following specific procedures.

FILE CREATION

Each disclosure will create a file. The file number will be applied by the Harassment and Abuse Coordinator. The file will be identified with 6 digits.

- | | | |
|----------------------------------------------|------|----------|
| The first two digits will be the year. | e.g. | 00 |
| The next two digits will be the month. | e.g. | 01 to 12 |
| The last two digits will be the file number. | e.g. | 01 to 99 |

S.T.H.C. POLICES 2013

e.g. STHC receives its first complaint on September 28, 2000, the file number becomes: **000901**.

The identification sequence readily identifies the year, month and complaint number. This will allow for quick reference as to when the complaint was received and how many complaints have been received to date.

PRIORITIZING DISCLOSURES

After the disclosure is assigned a file number, the Harassment and Abuse Co-ordinator should prioritize the file into either a Major or Minor category.

MAJOR 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, objectifying or ridiculing a young athlete's sexual body parts).
- **Inadequate Moral Guidance & 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, colour, religion, marital status, disability).

In all cases of the above there is an order that must be followed.

Due to the potential of corruption of evidence, investigations of the above harassment and abuse must be guided first by provincial legislation, next if warranted by the Criminal Code, and finally, by the Club's policies.

The S.T.H.C. must never attempt to conduct their own investigation of abuse or neglect without first consulting the CAS or Police. The report is turned over to them, immediately. We then wait for them to advise us as to the need for an S.T.H.C. investigation.

MINOR CATEGORY

The following can be categorized as Minor and can follow the S.T.H.C. procedure.

- **Inappropriate jokes or single incidences of unwelcome or patronizing comments, remarks or actions (congratulatory hug, pat on the behind).**
- **Unacceptable behaviour- profanity, substance abuse.**
- **Coaching Strategy – coaching strategy intended to produce peak performance in an athlete or team (pulling from a game, benching, reduced playing time, shorten the bench)**
- **Constitutional or Technical Issues – (correct procedures not followed, eligibility, player release and registration, certification)**

S.T.H.C. POLICES 2013

- **Common Sense – questioning one’s own practices and trusting personal intuition when something doesn’t seem right.**

The above is only a guideline.

HARASSMENT AND ABUSE FACT FINDING COMMITTEE

Minor Category files are turned over to the (HAC) Harassment and Abuse Fact Finding Committee for disposition.

COMPOSITION

The Harassment and Abuse Committee shall be made up of (4) persons appointed by the Club. One will act as the Chair and one will act as the recording secretary.

The committee should be chaired by the Club Vice President, who along with the committee will review the outstanding files on a monthly basis. The Harassment and Abuse Co-ordinator may be part of the committee but not one of the three.

The Harassment and Abuse Committee (HAC) should be allowed the opportunity to informally resolve the issue. The chairman can empower the Harassment and Abuse Co-ordinator to mediate some sort of resolution between the parties immediately upon being aware of the situation: or alternatively, the HAC may recommend some action following the fact-finding stage. If the formal resolution or mediation is not possible at these stages, then the complaint should proceed to a formal hearing before the HAC.

The HAC does have the power to hold a formal hearing.

MANDATE

The committee’s mandate is that of a fact finder. The committee can hear from witnesses, review any other materials including written or video that will assist the committee into finding out the facts surrounding the incident(s) in question.

S.T.H.C. POLICES 2013

HEARINGS

Harassment & Abuse hearings will be held in camera.

- The Committee cannot operate and does not operate as a court of law.
- Therefore an informal, but fair fact finding hearing will be held.
- The Committee will in advance of the hearing establish which information and or witnesses will be pertinent to the enquiry.
- Only those individuals that were impacted directly or have pertinent information will be asked to appear.
- The Committee encourages all parties to be brief and to the point. Only necessary witnesses will be heard from.
- The Committee always frowns on involving minor-aged players in hearings unless absolutely necessary.
- The Committee wants to hear what people do say, not what they will say, there will be any need for opening addresses.
- After a witness has given her/his version of events, questions may be asked by the Committee members.

WITNESSES

- Witnesses will not be “sworn in” but it will be presumed that they will tell the truth to the very best of their ability.
- Witnesses should make true and factual statements to the committee avoiding commentary.
- Witnesses will be asked to give their own version of events and their evidence will not be lead by counsel.
- Witnesses providing information shall only provide facts that they personally witnessed. Hearsay or speculation are not acceptable.

OUTCOMES

- The Committee will submit a written report to the Club President and after consulting with the O.H.F. & G.T.H.L. will render its decision.
- The Committee decision will consist of a statement that concludes whether there was a violation of the Harassment and Abuse Policy.
- If there was a violation, the Committee in conjunction with the OHF& GTHL will make recommendations that may include but are not limited to:
 - a) Suspension
 - b) Dismissal
 - c) Probation
 - d) Attendance at a Harassment and Abuse prevention seminar
 - e) Other sanctions

APPEAL PROCESS

Any Appeal of the HAC decision will provide the opportunity for a fair review of any sanction by the STHC Executive Committee.

The scope of the appeal is limited, and will be based on the written record only no witnesses will be called.

S.T.H.C. POLICES 2013

The Club decision is final and binding.

Policy #01-01

BINGO PROCEDURES - (NO BINGOS- 2012-2013)

Policy #01-02

RELEASING PLAYER FROM SUPERVISION

It is the policy of the STHC to have a parent/guardian of an under age Tiger player fill out a: STHC RELEASING CHILDREN FORM at the beginning of each season.

Your team manager will provide these forms to you. This form will be kept on file with the team.

Policy #01-03

OFF-SITE-ACTIVITIES and ROAD TRIPS

It is the policy of the S.T.H.C. to have guidelines that govern off site activities and road trips to protect team officials and team players.

All activities which take place in a facility other than the regular "home" facility should be scheduled in advance with players and parents/ guardians given advance notice.

Off-site activities which fall outside of normal practice/ game/ training routines should fall under one of the following categories:

- **Team celebration (e.g. End of Season party)**
- **Sports clinic to acquire/ improve specific skills**
- **Sport-related activity (e.g. the team attends a leaf game together)**

Guidelines for off-site activities

- The team should attempt to organize activities where parents/guardians can be included.
- Activities for "**players only**" should take place in a public facility; activities which take place in a private home **must** involve the parents/ guardians.
- Activities should take place in a specific location, with a specific starting and ending time.
- Players and parents/ guardians should be notified of the nature of the activity, any equipment/ clothing/ supplies required, and an informal agenda of events.
- At activities for under-age players, personnel should not consume alcohol or make alcohol available.
- The facility should have adequate toilet and changing facilities if required.
- The facility or private home must be safe, properly maintained and adequately supervised depending on the age of the players.

ROAD TRIPS

S.T.H.C. POLICES 2013

Before leaving on any road trip, players, team personnel and parents/ guardians must devise mutually agreeable ground rules for travel. The following guidelines may be considered, based on the age of the players, personnel to player ratio, destination, and physical or developmental capability of players: Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “two deep” rule is observed at all times.

Players of different genders should not share accommodations. Clear boundaries regarding conduct should be defined

Policy #01-04 LATE CAREGIVERS

It is the policy of the STHC to set out procedures on what should be done if a parent/guardian or caregiver is late in picking up a player after a team activity.

Late pick-ups of under-age players can create difficult situations for team personnel. To avoid this type of incident all parents/guardians of under age Tiger players are required to fill out a S.T.H.C. RELEASING CHILDREN FORM at the beginning of each season. (These forms will be provided by your team manager and will be kept on file with the team.)

It is not the team officials’ responsibility to transport players in the event a caregiver becomes detained. To that end the team coaching staff are to work with the Parents/Guardians to develop a mutually satisfactory action plan to ensure that the players are not left waiting after a team activity.

Team coaching staff must provide the parents with a schedule for all practices, games, team social activities, and training sessions for the season and update this schedule in writing as often as necessary.

In the event that a player’s ride is late the following procedure is in place and will be followed by members of the STHC coaching staff.

Team officials DO NOT

- Automatically drive the player to their home, to your home, or to any other location.
- Invite the player to wait in your vehicle with you alone; ensure that there is another person with you.
- Remove the player from the facility.
- Send the child home with another person without the parent’s permission.

Team officials SHOULD

- Attempt to phone the parent/guardian.
- Check your message centre or contact number for information from the late parent.
- Attempt to contact the alternate contact provided by the parent.
- Wait at the facility with the child and, ideally, other personnel, team members or parents. (Remember the two deep method of supervision)

S.T.H.C. POLICES 2013

- When the parent arrives, address the issue of late pick-ups immediately and directly.
- If lateness becomes a repeated occurrence, advise the General Manager.
- If a caregiver arrives to pick-up a player and is impaired the police must be called immediately.

Procedures for late pick-ups

10-15 minutes: Coaching personnel will check a designated message centre for a message/ instructions from the late parent/guardian. Team personnel will remain at the facility with the child until picked up by the parents or authorized designate.

30 minutes: Team Officials will attempt to reach the parents at their home/work and/or will contact the alternate contact person provided by the parent. Team officials will remain at the facility with the child until the child is picked up by the parent/guardian or alternate contact.

45 minutes: Team officials will contact the local police to inquire if there has been an accident. Team officials will continue to call the alternate contact to attempt to arrange care for the child.

Over 1 hour: The team official will contact the local CAS for instructions and/or advice.

Policy #01-05

PHYSICAL CONTACT

It is the policy of the STHC that all physical contact between the coaching, training staff and players be limited to and for the following purposes:

- To develop sport skills/ techniques
- To manage an injury
- To prevent an injury
- To meet the requirements of the sport

COMFORTING AND/ OR CONGRATULATING PLAYERS

Comforting and/ or congratulating players are an important part of the relationship between coaches and players. Guidelines for this type of touch are:

- Limit touching to “safe” areas, such as hand to shoulder.
- Make your intention to congratulate or comfort clear to the player.
- Get permission from the player before embracing them – remember that personnel are in the position of power.
- Respect a player’s discomfort or rejection of physical contact.
- Be sure that touching occurs when others are present.
- Touch should be appropriate to the development age of the player

Sexual activity is never appropriate for a member of the coaching staff to form a sexual relationship with a younger player – under age of majority and is prohibited.

S.T.H.C. POLICES 2013

Policy #01-06

DISCIPLINE

It is the policy of the STHC that all discipline as defined below of players by the coaching staff shall be limited to and for the following purposes:

DISCIPLINE

Discipline may be required on occasion due to inappropriate behaviour of players. Discipline by coaches and all team personnel must be administered appropriately in a controlled manner, mindful of the age and developmental level of the player, with a clear goal of teaching appropriate behaviours. Discipline must not be used impulsively or out of anger, to gain power over players, or to embarrass or humiliate players.

DISCIPLINE IS USED:

- To develop a sense of responsibility for actions
- To instill a respect for others and their property
- To establish and reinforce a value system upon which judgments about 'right' and 'wrong' can be learned
- To learn to act with consideration rather than impulsiveness
- To establish a pattern of behaviour and attitudes that allows a child to interact with others in a positive way.
- To set reasonable limits where the child or youth learns decision-making and problem solving skills
- To make a child or youth conscious of inherent danger

Fairholm, 1997

Policy #01-07

HAZING

It is the policy of the S.T.H.C. that all forms of hazing are unacceptable. Any player, team official, executive member, having participated in or condoned any incident of hazing, shall be subject to a suspension of not less than one (1) year.

Policy #03-01

VOLUNTEERS:

S.T.H.C. POLICES 2013

The Streetsville Tigers are committed to leading by example and encouraging their members to volunteer their time for the betterment of the club, the community and themselves. To that end the following policy has been adopted to offer our members the opportunity to volunteer.

1. COMMUNITY SERVICE HOURS

PLAYERS

Any player 16 years and older who wish to work off their community service hours are welcome to do so by volunteering for the following Tiger events:

- Tiger Tournament,
- Tiger Tryouts.

2. MANDATROY BINGO VOLUNTEERING - No BINGO's 2012-2013

TEAMS

Teams will be required to supply two parents or coaches for a minimum of five Bingos during the season. The Bingo sessions will be schedule by the club and communicated to the Team Manager and posted on the Web Site.

Revised March 2007

Policy #03-02

CLUB ADMINISTRATOR / ASSISTANT ADMINISTRATOR

Duties to Include, but not limited to:

- Keep Boardroom Operational
- Keep photo copier operational & supplied with paper
- Update Tiger Game Board
- Pick up mail
- Keep trophy cases up to date
- Prepare meetings: Executive, Coach, Parent
- Oversee Fundraising & Special Events
 - Silent auction
 - Try outs
 - Review all Tiger Team purposed fundraising events
 - Parent & Coach Appreciation Banquet
 - End of year Player Banquet

The Administrator will have access to a float of an amount to be determined by executive.

The Administrator and Assistant Administrator shall be paid positions and the Annual fee/salary to be set by the STHC Executive.

S.T.H.C. POLICES 2013

Rate of pay is not to exceed \$25.00 per hour plus mileage. Mileage rate \$.40 per km.

Executive Motion passed March 5th 2003.

Policy #04-01

Volunteer and Member with Criminal Records

It is the responsibility of the Streetsville Tigers Hockey Club to provide a good safe environment and to teach good sportsmanship to the membership. STHC requires volunteers of good moral character and a positive role model for children.

Streetsville Tigers Hockey Club will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applications where possible.

Streetsville Tigers Hockey Club recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Individuals who have been charged, suspected or accused of the following may be excluded from a position of trust within the association:

- Individuals with convictions within the last 10 years for provincial offences related to a bona fide occupational requirement or qualification
- Convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- As a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors

Individuals who have been convicted of the following will not be accepted for a position of trust with minors within the association:

- Physical or sexual assault, sexual exploitation, invitation to sexual touching, sexual interference
- Indictable criminal offences for child abuse
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 18
- Intent to traffic or trafficking in illegal substances convictions
- Possession or other illegal substance convictions

The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors in writing for a review of their record.

S.T.H.C. POLICES 2013

It should be noted that every staff member or volunteer once accepted, is obliged to inform the appropriate Association Executive, if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Police records checked will be required every four years.

Policy #04-02

Code of Ethics for Players, Coaches, Officials, Volunteers and Parents

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image to Hockey.

Policy #05-01

Head Injuries and Concussions

Background (as defined by the Brain Association of America and the Canadian Academy of Sport Medicine)

- A concussion may be sustained through a variety of mechanisms. A direct blow to the head, blow to the jaw, sudden twisting or shearing force and a sudden deceleration of the head (similar to a “whiplash” – type injury) can all produce concussive signs and symptoms.
- Both closed and open head injuries can produce a concussion. A concussion is the most common type of traumatic brain injury.
- A concussion is caused when the brain receives trauma from an impact or a sudden momentum or movement change. The blood vessels in the brain may stretch and cranial nerves may be damaged.
- A person may or may not experience a brief loss of consciousness (not exceeding 20 minutes). A person may remain conscious, but feel “dazed” or “punch drunk”.
- A concussion may or may not show up on a diagnostic imaging test, such as x-rays, CAT Scans and MRIs.
- Skull fracture, brain bleeding, or swelling may or may not be present. Therefore, concussion is sometimes defined by exclusion and is considered a complex neurobehavioral syndrome.
- A concussion can cause diffuse axonal type injury resulting in permanent or temporary damage.
- A blood clot in the brain can occur occasionally and be fatal.
- It may take a few months to a few years for a concussion to heal.

STHC Philosophy:

S.T.H.C. POLICES 2013

The STHC believes that the participants safety and health is paramount and should be first and foremost in determining the most appropriate time in which a player may return to play once that individual has suffered a suspected or identified head injury.

STHC Policy:

- 1) Any player who suffers a SUSPECTED Concussion must stop participation in the hockey activity immediately. If there is doubt as to whether a concussion has occurred, it is to be assumed that it has and that the player's parents/guardian be encouraged to have the injury properly diagnosed at a hospital ASAP. A hockey activity is defined as any on-ice or off-ice team function involving physical activity.

AND

Any player who is diagnosed by a medical Doctor with any grade of concussion must stop participation in all hockey activities immediately. A hockey activity is defined as any on-ice or off-ice team function involving physical activity.

- 2) Team Officials are responsible to recommend to the individual's parent or guardian that they seek medical attention immediately, especially if the injury incurred in any form of hockey participation.
- 3) The participant is not permitted to return to any hockey activity until a medical Doctor gives written permission.
- 4) Copies of such documentation MUST be submitted to the GTHL Office prior to the participants return to any hockey activity.

Policy #07-01

REFUND SCHEDULE

Refund Schedule **NO REFUNDS** will be given after November 15. (G.T.H.L. Release date)

Refund Schedule 2013-2014

Month	Player /	Goalie
Registration	\$1400.00	\$1350.00
Deductions	\$500.00	\$500.00
Remaining	900.00	\$850.00 divided by 6 (Sep & Mar count as 1 month)
September	-\$ 75.00	-\$ 70.83
October	-\$150.00	-\$141.66
November	-\$150.00	-\$141.66
December	-\$150.00	-\$141.66
January	-\$150.00	-\$141.66
February	-\$150.00	-\$141.66
March	-\$ 75.00	-\$ 70.83

Revised January 2013

Policy #07-02

S.T.H.C. POLICES 2013

ASSISTANT TEAM OFFICIAL PROTOCOL- Under development

Policy #09-01

GAME MUSIC

The Streetsville Tigers are committed to being a leader in minor hockey and giving their players a fulfilling hockey experience in every way possible. One of the ways that the Tigers Club has strived to achieve this was to introduce the capabilities for its teams to be able play music during stoppages of play.

LOCATION

The music computer is set up in the gondola which is located at centre ice over the players' benches at the Streetsville Arena / Vic Johnston Community Centre.

ACCESS

Access can be gained by following these steps:

Each team must register with the Club the name of the person who will be playing music for that team.

1. That person must be responsible age. (Over 16 year of age)
2. Only the registered person is allowed into the gondola.
3. The area must be kept clean and tidy.
4. The registered person must have been trained by the club.
5. The computer pass word is not to be given out.
6. The key to the gondola and computer box can be picked up at the arena snack bar. (You must exchange your car keys for the gondola key)
7. The door to the gondola must remain locked at all times when no registered person is present.
8. Any damage or broken equipment must be reported to the Club.
9. All music played must be acceptable, containing no foul or suggestive language.
10. The volume must be kept at a reasonable level.

While the Tigers Hockey Club encourages the use of game music it is up to the individual teams as to whether or not they wish to utilize the game music.

March 2, 2009

SCHEDULE A PAST PRESIDENT

(From 1961 to 1992 the SAMHA President was also president of the Streetsville Rep Teams. The Tigers were incorporated as a separate non-profit corporation in 1996. However in 1992 the Tigers were given limited autonomy by the SAMHA and elected their own President)

SCHEDULE B PAST GENERAL MANAGERS

(Prior to the 1992 Streetsville rep teams played in the Tri-County A & AA league and the Rep teams were over seen by a minor & major rep team convenor. In 1992 with the move to the Central Triple A league the position of General Manager was created)

S.T.H.C. POLICES 2013

SCHEDULE C LIFE MEMBERS LIST

Life Membership is the highest honour that can be bestowed by the Corporation upon a member or former member. The names of any nominees as Life Members shall be placed before an Annual Meeting by the Board of Directors and Life Members shall be elected by at least a two-thirds (2/3) majority of the eligible members present.

SCHEDULE D FIVE YEAR RING RECIPIENTS

The Streetsville Tigers Hockey Club wishes to recognize the loyalty and commitment of its members. To this end the Club will acknowledge any player, team official, and Executive who has completed five consecutive seasons they shall be awarded with a Streetsville Tigers Hockey Club ring. Their name will also be added to the list of Five-year ring recipients.

SCHEDULE E COACH OF THE YEAR AWARD

The Streetsville Tigers Hockey Club takes pride in the quality of coaching it provides to the players. A Tigers coach is expected to instill sportsmanship and fair play in the players in his charge.

To reinforce these ideals the Tiger Club Executive will select a coach of the year from one of its teams. The recipient will be selected based on the criteria as set out by the Club and the CHA. The winner will be announced at the Year-end player banquet. The winner will receive a memento and have his name added to the coaches of the year plaque which will be displayed in the Tiger trophy case located in the Vic Johnston Community Centre.

SCHEDULE F CHAMPIONSHIP – For full list go to the Tigers Web site.

SCHEDULE G FEE SCHEDULE (Revised January 2013)

Player Registration	\$14000.00
Goalie Registration	\$1350.00
NSF Cheques	\$ 40.00
<u>Team fees 2013-2014</u>	
GTHL Entry Fee	\$2200.00
STHC Fee	\$1500.00
No Bingo/Fundraising Fee	\$1300.00
Vic Johnston Reno Commitment	\$ 500.00
Extra GTHL Game Pass	\$170.00 GTHL 2010-2011 rate
Try-out Ice Fee	\$ 15.00 per player per try-out
Protest/Appeal	GTHL \$ 50.00
	STHC \$ 100.00
Pay rate (not to exceed)	\$ 25.00 per hour
Mileage	\$.40 per km

SCHEDULE H INCORPORATION LEGAL REPORTING REQUIREMENTS

Annual filing with the Ministry of Consumer and Business Services the names of the current Directors of the Corporation. Using the Annual Return Form mailed to the Corporation by the Ministry.

SCHEDULE I MERCHANDISE LIST