

**KAPUSKASING MINOR HOCKEY ASSOCIATION
KMHA**



Policies
Approved September 2016



POLICY #	POLICY TITLE
1.	KMHA Payments
2.	Returned Checks
3.	Registration Refunds
4.	Expense Reimbursement
5.	Award of Service or Supply Contracts
6.	Players Starting at a Later Age
7.	Rep Player Selection
8.	Affiliation
9.	Player Releases
10.	Bubble Kids – Rep Teams
11.	Jersey/Number Assignment – Rep Teams
12.	Player Movement
13.	Fundraising – Rep Teams
14.	Team Gear/Clothing – Rep Teams
15.	Fundraising – House League Teams
16.	Goaltenders – House League Teams
17.	Team Parity – House League Teams
18.	Fair Play – House League Teams
19.	Tournaments – House League Teams
20.	KMHA Jerseys
21.	Female Players
22.	Female Change Room
23.	Criminal Record Check
24.	Discipline (Criminal Charges)
25.	Discipline (Suspension of Players/Team Officials)
26.	Complaints
27.	Code of Conduct
28.	Harassment & Abuse
29.	Social Media
30.	Cellphone & Mobile Devices



KMHA POLICY #1 *KMHA PAYMENTS*

Payment for registration for KMHA regular activities shall be accepted in cash, check or online.

Any amount payable to register a player KMHA is due at the time of registration, however arrangements can be made on a case per case basis, to defer a portion of the total amount owing providing:

1. The minimum amount due at the time of registration is \$200.00 per registrant (amount of the draw tickets given);
2. The balance owing can be paid in any amounts; provided the total amount owing is paid in full by December 1 of that current season and that postdated checks be dated for the 15th or 30th of the month;

NOTE: Post-dated checks for the Bud MacDonald hockey school registration will not be accepted.



KMHA POLICY #2 *RETURNED CHECKS*

Any personal checks made payable to KMHA that are returned by a bank for any reason whatsoever will be subject to a \$25.00 service charge.

Failure to satisfy a returned check, including the service charge within thirty (30) days of notification will result in a suspension of the player until the debt is paid in full.



KMHA POLICY #3
REGISTRATION REFUNDS

1. All refunds after OCTOBER 1st, are subject to a \$50.00 administration fee plus the cost of the CHA insurance;
2. Refunds requested due to illness, or accident shall be issued provided a doctor's certificate is submitted to the Board of Directors of the accident and/or illness;
3. Refunds for any other cause shall be decided by the executive of KMHA on an individual basis and upon receipt of a written request;
4. No requests for refunds will be accepted after January 1st.



KMHA POLICY #4 *EXPENSE REIMBURSEMENT*

List of expenses eligible for reimbursement by KMHA:

1. Approved expenses incurred on behalf of the Board of Directors by members of KMHA shall be reimbursed upon submission of a completed Expense Claim Form;
2. Expenses for mileage shall be paid as per the approved NOHA rate;
3. If overnight accommodation are required the member shall be paid a Per Diem as per the approved NOHA rate;
4. Per Diem expenses shall be paid for spouses traveling with the member, provided they attend the business meetings held;
5. Hotel expenses shall be reimbursed as per submitted receipts;
6. Meal allowances shall be as followed:
 - a. Travel greater than 90 kilometers/one way \$10.00
 - b. Travel greater than 180 kilometers/one way \$20.00
7. Expenses incurred by members attending the NOHA AGM shall be automatically approved, provided the President has been informed in advance of the members intention to attend;
8. Expenses incurred by members attending meetings of the NEOHA shall be automatically approved and reimburse at the rates indicated above;
9. Any expense claim in excess of \$1,000.00 will require pre-approval of the Board of Directors.



KMHA POLICY #5
AWARD OF SERVICE OR SUPPLY CONTRACTS

It shall be the policy of the Board of Directors of KMHA to award all contracts for goods and services to established bona fide businesses within the boundaries of the Town of Kapuskasing, provided the costs of any such goods or services will be obtained at a competitive price.

NOTES:

1. Kapuskasing Minor Hockey derives the vast majority of its sponsorship from the local business and service clubs in Kapuskasing. To ensure the continued support of the local businesses, it is in the best interest of the Association to secure all of its goods and services from local establishments.
2. "Bona Fide Business" shall mean a business with and actual "Storefront" location in Kapuskasing.
3. Existing supporting business of KMHA shall be considered "Bona Fide"
4. In the event there is no local "Bona Fide Business" offering the goods or services required, the Board of Directors may authorize the securing of the necessary goods or services from local "Home Based Businesses", or from businesses outside the Kapuskasing region.
5. "Competitive Price" shall be determined by the Board of Directors of KMHA



KMHA POLICY #6
PLAYER STARTING AT A LATER AGE

KMHA will have the right to refuse 1st time players who have never skated without first going to Kapuskasing Figure Skating Club or other training course offered to first time skaters. This policy applies to Atom aged players and up.



KMHA POLICY #7 *REP TEAM PLAYER SECTION*

1. Only players properly registered with KMHA are eligible to attend Rep Team tryouts;
2. Exceptions will only be made for players who present a properly signed "Permission to skate" form to the executive of KMHA and have received permission from the executive to participate;
3. Under no circumstances will any player be allowed on the ice for tryouts without proper authorization from the President of KMHA, or his designate;
4. Players will be allowed to try out for the Rep team being formed within the age group they are registered to. They may also tryout for the Rep team being formed in the age group directly senior to their own with the invitation from the Head Coach of that Rep Team;
5. Selection of players to play on any Rep team shall be made by the Head Coach as appointed by the Board of Directors with the following exceptions:
 - a. Selection of any under-aged players must be approved by the Board of Directors prior to the players being invited to play for the team
 - b. No Bantam aged player shall be invited to join the Midget A team if in doing so, the Bantam player will take the place of an eligible Midget aged players that wishes to play for the team;
6. All players wishing to try out for a Rep Team senior to their actual age category must **first** attend the tryouts for the team being formed in the age group they are registered to and must be invited by the Head Coach of that Rep Team;
7. In the event more than one (1) Rep team is formed at any age group, only players who have attended the tryouts for the most senior team will be eligible to attend the tryouts for the junior team(s);
8. All Rep/All Star team must select a roster of fifteen (15) players including two (2) goaltenders, to be chosen from the players that attend tryouts. Special permission may be granted with the Board of Directors approval should there be insufficient numbers for tryouts.



KMHA POLICY #8 AFFILIATION

1. KMHA shall use the "Club System" for affiliation purposes as per R.7.13. (A) and (B) of the Constitution Bylaws and Regulations of the NOHA (2013-2004);
2. All requests for affiliation MUST be approved by the conveners of affected divisions AND the KMHA President or their designate, after receiving a completed "Affiliation Request Form"
3. No affiliates in any league will be allowed to play more than 9 games
4. Player may be affiliated if said players' team is not scheduled to play league games or tournament games; should the affiliation occur at the same time as a scheduled player's league game, consent for the affiliation must be obtained from the players head coach.
5. A player who's quit their own team cannot be affiliated to a higher level team.

REP TEAMS:

1. Rep Teams may use affiliate players from either the House League teams in their division, or from the Rep Team at a junior division (ie. Peewee Rep can affiliate with either a house league Peewee player or an Atom Rep Team player);
2. **ONLY** once permission has been granted the coach may approach parents/guardian of the player to offer them the affiliate opportunity;
3. Affiliation is **ONLY** to be used to replace players that are absent from a team unless special permission is given by the President;
4. Only players who have attended the Rep team tryouts may affiliate with the Rep Team unless special permission is given by the President.

HOUSE LEAGUE:

1. House League teams may only affiliate with other House League teams of a junior division;
2. Affiliation is **ONLY** to be used to replace players that are absent from a team unless special permission is given by the President. A House League team cannot affiliate if they have 10 of their regular players in attendance.



KMHA POLICY #9 *RELEASES*

No player shall be released to play for any other association or team until all Rep Teams within KMHA are formed, with the exception of the following:

1. Players wishing to attend training camps for AAA caliber teams shall be issued the proper documents to attend the camp;
2. Midget aged players shall be provided the necessary documents to attend Junior training camps;
3. Players from neighboring communities (SRF, Mattice, etc...) who have registered with KMHA in the previous year because no team was available in their own home communities shall be released to return to their own home teams if the release is requested;
4. In the event the Board of Directors of KMHA has determined there shall not be a Rep Team at a specific level, all players in that age group shall be issued releases to attend training camps for that level only; upon request.

All other request for Player Releases shall be determined on a case-by-case basis by the Board of Directors of KMHA.



KMHA POLICY #10
BUBBLE KIDS – REP TEAMS

KMHA will allow players, the so called "Bubble Kids" who are the last cut from a Rep Team to attend practices with said Rep Team they have tried out for. This applies only to the kids who are the last cut on said team and with the Head Coach's permission.

They will remain on their House League Team Roster and continue to play and practice with their respective House League Teams. An extra fee for extra ice time shall be added to the player's House League fees.

At the discretion of the Head Coach any House League player can be brought up for practices.



KMHA POLICY #_11
JERSEY/NUMBER ASSIGNMENT – REP TEAMS

KMHA will ensure that each Rep Team player is given a jersey that fits them appropriately regardless of number preference; players may not get their preferred number; priority will be given to ensure jerseys fit properly.

Rep Team jersey numbers will be chosen in the following order:

1. Returning players
2. Second year players
3. First year players



KMHA POLICY #12 *PLAYER MOVEMENT*

1. KMHA will not entertain any request from parents to move up their child to a higher division.
2. Players will play in their respective divisions unless the board of Directors sees fit to do so for the betterment of the said division
3. Players may only attend the Rep Team try out one (1) level up from their own upon the invitation of the Head Coach from said team and if they've attended their own divisional try outs.
4. The Board will obtain an independent observer to attend 2 games to evaluate the player and report back their findings to the Board
5. Only at such time the Board will make an informed decision at their discretion



KMHA POLICY #13 **FUNDRAISING – REP TEAMS**

All KMHA Rep Team shall be allowed to participate in a maximum of three (3) fundraisers during their playing season. *(this does not include the game 50/50 draws)*

1. Approval for a fundraising event must be submitted in writing to KMHA three (3) weeks prior to proposed event.
2. All fundraising request must be approved by the Board of Directors prior to the event taking place.
3. Each Rep Team Player will be asked to obtain a \$250.00 jersey sponsor unless otherwise instructed by the Board of Directors.
4. Once approval for a fundraiser has been granted the Administrator will contact the appropriate team representative and inform them of the Board's decision.
5. Unique fundraisers will remain the property of the team who's proposed it.
6. 50/50 draws are permitted for all Rep Teams. These draws shall be held during the play of the teams game and cannot carry over to another team's ice time; unless the teams agree beforehand to participate in the draw jointly.
7. Additional fundraisers may be approved if, in the opinion of the Board of Directors, the team in question requires funds for extraordinary expenses.



KMHA POLICY #14
TEAM APPAREL – REP TEAMS

KMHA will set the standards for Rep Team gear/clothing, in order to ensure team consistency throughout the divisions and to provide a distinction for the Rep Icehawks Teams. This gear/clothing shall be available at local retailers. Teams are not to deviate from this predetermined wardrobe. Should any Rep Team want an alternate item, a written request should be made to the Board of Directors, at which time their request will be reviewed.

All Rep Team Apparel orders must be submitted on the appropriate form, and to the designated Board Member responsible for such orders. Rep Managers will deal strictly with said Board Member to help facilitate the ordering process.



KMHA POLICY #15
FUNDRAISING – HOUSE LEAGUE TEAMS

Team staff or anyone associated with a House League team (sponsors, parents, siblings, grandparents, aunts, uncles etc.) are **NOT** to do any fund raising whatsoever for the benefit of the team.



KMHA POLICY #16 **GOALTENDERS – HOUSE LEAGUE TEAMS**

In the event there are more goaltenders registered to play in any division under the control of the Board of Directors, the following rules shall apply, and in this order:

1. Second year goaltenders in the division will have their own team, if possible;
2. First year goaltenders in the division will “double up” if required;
3. Goaltenders who have “doubled up” in the previous season, either at the House League or All Star level will have their own team, if possible;
4. The goaltender that has been registered with KMHA for the greater number of seasons shall be granted their own team;
5. The names of the goaltenders that will share a team will be drawn in the presence of the parents/guardians of the players involved;

For any team with two (2) goaltenders, coaches shall play both goaltenders equally over the course of the season, alternating goaltenders between games as well as tournament play. The goaltender who is not playing shall be present at the game they are not playing.



KMHA POLICY #17 *TEAM PARITY*

A committee of no less than three(3) and no more than five (5) individuals designated by KMHA will review player transfer requests both intra-divisional (within a division) and inter-divisional (between divisions) with the goal being to create parity within the division or divisions in question.

All requests and resulting movement or non-movement of players including approval of recommendations by KMHA must be completed by November 10th. As 3rd Sunday of October of each year all team rosters will officially be deemed final without exception.

All requests shall be addressed as soon as possible.

Individuals who have a clear or reasonably implied conflict of interest will not be eligible for the Competition Committee. This decision will be made on a case by case basis at the discretion of KMHA.

Only in exceptional cases can a player change teams, and only upon review of such request by the Board.



KMHA POLICY #18
FAIR PLAY – HOUSE LEAGUE TEAMS

KMHA will ensure that all Fair Play is respected and enforced throughout the season with all House League Teams. Every effort will be made to ensure that all players play equally and fairly. There shall be no "bench shortening".



KMHA POLICY #19
TOURNAMENTS – HOUSE LEAGUE TEAMS

House League Teams may participate in four (4) tournaments per season, three (3) out of town and one hosted by KMHA.

THIS POLICY SHALL BE ENFORCED WITHOUT EXCEPTIONS.



KMHA POLICY #20
KMHA JERSEYS

KMHA will provide jerseys for all their players, however these jerseys cannot be worn for any other activity other than KMHA sanctioned events.

All KMHA jerseys must be returned at the end of the season unless otherwise informed by the President. Players who do not return their jerseys will have to pay a jersey replacement fee.



KMHA POLICY #21
FEMALE PLAYERS

1. Any female player signed to a NOHA player's card will not be eligible to play for any KMHA House League "all female" team;
2. Any female player not signed to a NOHA player's card will not be eligible to play for any House League "mixed" team that requires its players to be registered to a NOHA player's cards;
3. Female players signed to a NOHA player's card shall be eligible to play on an "all female" Rep team, provided it is allowed by the OWHA.



KMHA POLICY #22
FEMALE CHANGEROOM

For the protection of KMHA female players, no males shall be allowed in the female change room under any circumstances.

THIS POLICY SHALL BE ENFORCED WITHOUT EXCEPTIONS.



KMHA POLICY #23
CRIMINAL RECORD CHECK

A Criminal Record check is **MANDATORY** for any person registered to either a Rep Team or House League Team roster. A letter requesting such a check can be obtained from the KMHA office.

The criminal record will be reviews by the KMHA President, the administrator and 1 designated Board Member and all information in said criminal record check will remain confidential.



KMHA POLICY #24
DISCIPLINE – CRIMINAL CHARGES

A person who is charged with any offence under the Criminal Code of Canada while participating in a KMHA sanctioned event shall be immediately suspended from any further involvement with KMHA until resolution of the charges.

If a person is found guilty of the charges they shall be banned from any further involvement with KMHA.



KMHA POLICY #25
DISCIPLINE (Suspension of players/team officials)

HOUSE LEAGUE:

1. Suspensions to any players or team officials shall be levied according to the OHF Minimum Suspension List unless, in the opinion of the President or their designate, the severity of the offense warrants a stronger penalty. In this situation the player or team official shall be suspended indefinitely, and the situation will be referred to the Disciplinary Committee, appointed by the President.
2. Any player, coach, manager or trainer who receives a Gross Misconduct penalty will be ordered to the dressing room and will be suspended indefinitely until further dealt with by the Disciplinary Committee;
3. Any player, coach, manager or trainer who receives a Major Penalty will be removed from the game, ordered to the dressing room and will be dealt with by the Disciplinary Committee as soon as possible;
4. All house league suspensions may be appealed to the executive of KMHA provided such appeal is in writing and is delivered to the President or Administrative Coordinator of KMHA within 48 hours of notification of the suspension.

REP TEAMS:

1. Rep Team shall abide by the above set of rules, as well as;
2. Rep Team suspensions shall be levied according to the rules of the league in which the team is part of.



KMHA POLICY #26 COMPLAINTS

Complaints directed towards any members of the Board of Directors, any Coach/Assistant Coach or any other team official shall be reviewed and dealt with by the Board of Directors of KMHA only upon receipt of a written report detailing the offence.

The aforementioned report must be signed and dated by the person initiating the complaint.

Any complaints received by the Board of Directors shall be answered as soon as is practical by the Board of Directors initially by a phone call to the complainant, followed by a written reply.

The chain of command for any complaint is:

1. Head Coach, Assistant Coach or Manager
2. Division Convener
3. Board Member

Please respect this hierarchy, many complaints/problems can be resolved at the first level or second level.



KMHA POLICY #27 CODE OF CONDUCT

KMHA, its' volunteers and its' employees will take every appropriate measure to ensure there are no conflicts between the personal and private interests of volunteers and employees and their responsibility towards KMHA, its members, the general community, and the funding partners.

KMHA will take all due action to ensure that the integrity of its association and its role in stewardship of the public trust is perceived.

Actions both physical and verbal that may serve to compromise the integrity of KMHA and its stewardship obligation will not be tolerated. (Ex: pushing, hitting, social media) Each violation on this matter will be treated on a case by case scenario either by KMHA, NOHA or NEOHA Board Members. No behaviors that are abusive and disrespectful in any manner to the service user(s), general community, KMHA, and the funding partners will be allowed.

This includes bullying, verbal abuse, physical abuse, and emotional abuse both in person and with the social media. No employee or volunteer shall enter into any intimate or otherwise nonprofessional relationship with a service user, general community, funding partners and KMHA or shall behave in a manner that is perceived to be sexual in character.

I, _____ (Print Name) _____, agree to have; read and fully understood the above-noted Policy and the attached Appendix. I am aware that if I do not adhere to this policy there will be consequences imposed up to and including termination of my duties



KMHA POLICY #28 **HARASSMENT & ABUSE**

This Policy sets out the principles and practices of the Kapuskasing Minor Hockey Association (KMHA) with regard to abusive behaviour towards participants.

POLICY

It is the policy of the KMHA that there shall be no abuse or neglect, whether verbal, physical, emotional, or sexual of any participant in any of its programs. KMHA expects every member, volunteer and Board member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

Definitions

Child abuse is any form of verbal, 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 youths is an abuse of power or authority and/or a breach of trust. Within Ontario a person is considered a child up to the age of nineteen years of age.

Abuse

Some behaviors which are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. This policy addresses the entire spectrum of abusive and harassing behaviors.

Emotional Abuse

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behavior 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.

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.



KMHA POLICY #28 *HARASSMENT & ABUSE (Continued...)*

Neglect

Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, 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, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

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

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manners
- Force to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with an object or finger
- Sexual oriented hazing

Non-contact

- Obscene remarks on phone, computer or in writing
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive question and comments
- Forced to pose for sexual photographs or videos
- Force to self-masturbate or forced to watch others masturbate.



KMHA POLICY #28 *HARASSMENT & ABUSE (Continued...)*

Duty to Report

Abuse and neglect are community problems requiring urgent attention. The KMHA is committed to help reduce and prevent the abuse and neglect of participants. The KMHA realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore 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.

The Province of Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of RMHA that any KMHA member, Director, volunteer, participant, team official, on ice official, parent and guardian who has reasonable grounds to suspect that a participant is or may be 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 detachment. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reported.

Those involved with the KMHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be 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.

POLICY

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



KMHA POLICY #28 *HARASSMENT & ABUSE (Continued...)*

Definition

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 sport activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (eg: player to player in 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).

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 that cause awkwardness or embarrassment or may endanger a person's safety
4. Any form of hazing
5. Unwanted or unnecessary physical contact including touching, patting, pinching
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 of physical assault

It is important to note that the behaviors described in items 5 to 7, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviors, for example, certain hazing practices. In such cases, the duty to report provisions of the Abuse Policy above come into effect.



KMHA POLICY #28 *HARASSMENT & ABUSE (Continued...)*

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of RMHA that harassment is unacceptable and harmful, and can be tolerated no longer. The RMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time the KMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior 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 must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

Most incidents of harassment, (ie: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and the aim of bringing about a change in negative attitudes and behavior.

More serious incidents (ie: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the relevant 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 confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

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



KMHA POLICY #29 **SOCIAL MEDIA**

KMHA will adopt and adhere to the same Social Media policy as the NOHA.

The policy below shall encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare, Instragram, and any other social media network that allows users to communicate online. The Northern Ontario Hockey Association understands the importance of social media and social networking, however, social media also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the NOHA, and the future of NOHA players.

The purpose of this policy is to educate the membership of the Northern Ontario Hockey Association on the risks of social media and to ensure that all members are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

SOCIAL MEDIA GUIDELINES

- The NOHA holds the entire NOHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials, and others who participate in SOCIAL MEDIA and SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, Association, League, the NOHA, or an individual will not be tolerated and will be subject to disciplinary action.
- It is important to remember that social media comments are on the record and are instantly published and available to the public and media. NOHA members should conduct themselves in an appropriate and professional manner at all times.
- Use your best judgment at all times – pause before posting. Use the “24 hour rule” if necessary. You are solely responsible for your comments once they are published.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in the NOHA, it is recommended that you request approval from your Team or Minor Hockey Association.



KMHA POLICY #29 *SOCIAL MEDIA (Continued...)*

- Social Media Violations The following are examples of conduct through social media that are considered to be violations of the social media and networking policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League, and/or the NOHA.
- Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, or individual or the NOHA.
- Commenting on or publishing information that is confidential or in any way sensitive to a team, association, league, individual or the NOHA.
- Negative or derogatory comments about any team, association, league, NOHA staff, volunteers, programs, stakeholder, player or any NOHA member.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to:
 - a. Drug use
 - b. Alcohol abuse
 - c. Public intoxication
 - d. Hazing
 - e. Sexual exploitation
 - f. Online activity that contradicts the current policies of Hockey Canada, the Ontario Hockey Federation (OHF), the NOHA, or any of its member associations.
- Inappropriate derogatory, racist, or sexist comments of any kind, in keeping with NOHA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth. Discipline The team, association, league and/or NOHA will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team, association, and/or NOHA will impose an appropriate suspension.



KMHA POLICY #30
CELL PHONE & MOBILE DEVICES

For the protection and privacy of all KMHA members, and in compliance with the Town of Kapuskasing's policy regarding use of cellular phones and mobile devices KMHA prohibits the use of such devices in the Sports Palace change rooms.



KMHA POLICY #31- NEW
PARENTS/GUARDIANS IN DRESSING ROOMS

Starting at the Pee wee aged division, parents are no longer allowed in the dressing room unless otherwise asked by a member of the coaching staff. Players are asked to leave the room to get their skates tied, should the need arise.

The first infraction will result in a verbal warning to the person involved, the second infraction will result in a written warning, and the third infraction will result in suspension of said person until review of the incident by the disciplinary committee.

Approved Oct 28 2016



KMHA POLICY #32 - NEW *PARENT/GUARDIANS IN HALLWAY*

For the protection of our players, coaches and officials parents/guardians of Atom aged players and over are asked to remain in the lobby after a game/practice and NOT enter the dressing room hallways unless otherwise asked by a member of the coaching staff. Parents/guardians are to wait for their players in the lobby.

The first infraction will result in a verbal warning to the person involved, the second infraction will result in a written warning, and the third infraction will result in suspension of said person until review of the incident by the disciplinary committee.

Approved Nov 7, 2016