

**Douro Minor Hockey
Policies and Procedures
Revised 2019**



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1.0 Code of Conduct Policy

Supporting Policy/Procedure/Document: Disciplinary Procedure

OMHA CODE OF CONDUCT

This Code for Conduct identifies the standard of behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behaviour which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others. Members of OMHA shall refrain from comments or behaviours which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behaviour which constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment & Abuse policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

Disciplinary Policy and Procedure

Douro Minor Hockey will follow the disciplinary protocol as outlined in OMHA's [Code of Conduct Policies and Procedures](#)



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2.0 Conflict of Interest Policy (adapted from the Taylor Hockey Assoc.)

Supporting Policy/Procedure/Document: Conflict of Interest Policy Sign Off

Douro Minor Hockey Association defines a conflict of interest as a situation in which a person has a private or personal interest sufficient enough to appear to influence the objective or exercise of his or her official duties as an executive or committee member.

Any person or executive member having a conflict of interest will not vote or use his or her personal influence on the matter and will not be present when the matter is discussed.

The meeting minutes will reflect that a conflict of interest was either disclosed or enforces and the person(s) were absent from voting.

A conflict of interest arises when a decision is to be made that involves a relative or and/or and executive or committee member.

The following are examples of what a conflict of interest might be:

- Disciplinary actions (ie. of a coach, parent, player or executive member)
- Risk assessment and player movement
- Coaching Selection
- A vote involving an exec .member(s) team financially or otherwise
- All team meetings are to have an executive member from another division with an unbiased opinion present.

All executive members will sign an acknowledgement of the Conflict of Interest Policy.



Conflict of Interest Policy Acknowledgement

As an elected Executive Member of Douro Minor Hockey Association, I have read and understood the Conflict of Interest Policy 2.0.

Immediately upon suspecting that I may be in a conflict of interest position, I agree to notify the executive membership of such possible or actual conflict of interest, indicating the nature and extent of the interest and the potential benefit immediately. I understand that conflict of interest would occur if I participate in any discussion or decision making on behalf of the association about a matter from which I or a member of my family may benefit directly or indirectly, regardless of the size or nature of the benefit. I further understand that a benefit may include but is not limited to: monetary considerations, divided allegiance with other associations, influence in team development or personal relationships with other volunteers, families and officials.

Signature

Date

Witness Signature

Date



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3.0 Communication Policies

COMMUNICATION

Effective timely communication is necessary to ensure a smooth season. Meetings several times a year will support this practice. The following is a suggested timeline to follow to ensure effective communication.

Team Communication

3.1.1 An annual coaches meeting between coaches, team management and interested parties shall take place following hockey registration.

3.1.2 Douro Minor Hockey recommends that each coach meet periodically with team parents.

3.1.3 When a problem between players, parents, or team management occurs, the manager of the team shall act as a go-between. All parties must adhere to the 24hr cool-down rule prior to approaching. If individual Grievances cannot be resolved by a meeting between team management and concerned parties, the situation shall be referred to the Risk Management Liaison/ Douro Minor Hockey Executive for review. (See Conflict Resolution policy)

3.2 Executive Communication

3.2.1 Douro Minor Hockey Executive will meet once monthly. All membership are invited to attend the first 15min. of the meeting to bring forward any concerns or issues they may have. Prior arrangements to attend must be made 48hrs in advance to ensure time is allotted on the agenda. 24hr Cool-down rule must be adhered too. Arrangements must be made in writing (email) to any executive member. Current email addresses are posted on the Douro Minor Hockey website.

3.2.2 All meeting minutes will be posted on the Douro Minor Hockey website (effective June 1st, 2019) Sensitive subject matter in regards to player/volunteer confidentiality will be filtered.

3.2.1 Douro Minor Hockey's Annual General Meeting will be advertised via: Social Media and Website, 30 days prior to the meeting.

3.3 Confidentiality Policy

Supporting Documents: Oath of Confidentiality Sign-off

The Douro Minor Hockey Association executive is the governing body for the membership of the Douro Minor Hockey association. The pledge of confidentiality is to assure that all personal information on our players, families, volunteers, and coaches is held in strict confidence. It is the responsibility of each board member, while in office, to represent the board in a professional manner. All information which a board member is privy to will be held in strict confidence. Every executive member will sign an Oath of Confidentiality upon joining the Executive.



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Oath of Confidentiality

I hereby undertake, as part of the condition of my Douro Minor Hockey Association Executive volunteer role, to keep in strict confidence, any personal, confidential information exchanged during my time with Douro Minor Hockey.

I will not engage in discussion of cases of a sensitive nature within or outside the executive meetings except on a need to know basis as required for the appropriate conduct of the association's business.

I shall not engage in conversation that is slandering of Douro Minor Hockey, it's Executive and it's volunteers, players and families.

Signature

Date

Witness Signature

Date



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3.4 SOCIAL MEDIA POLICY (OMHA)

3.2.1 For the purpose of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online.

The policy will be applicable to all members of the Ontario Minor Hockey Association Community, including local minor hockey association (DMH) Directors and staff, teams, on-ice and off-ice officials, players, players' family members and supporters. The OMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The OMHA also respects the right of all teams and association personnel to express their views publicly.

The purpose of this policy is to educate the local minor hockey associations on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, the local minor hockey association and/or the OMHA.

See complete policy...

https://cdn1.sportngin.com/attachments/document/918a-1738069/OMHA_Social_Media_Policy.pdf?_ga=2.81539346.469918390.1551207322-32484585.1550607867

3.2.2 Permission for Publication:

From time to time, DMH uses names and photos to share in various publications such as social media posts (facebook and twitter) as well as newspaper, radio/tv, website and flyers.

DMH will ask for permission to do so on your player's yearly registration form. If throughout the year, a situation arises and you no longer want your child's image or name used in publications, please advise in writing to secretary@dourominorhockey.com

3.5 Membership Surveys

In an effort to keep lines of communication open, DMH will send out surveys during the season to gauge the overall satisfaction of it's membership. Topics such as the registration process, player development, use of ice time, team management, communication amongst others will be the topic of discussion. The intent is that surveys will not replace respectful, direct communication but only as a means to collate information to help inform continuous development of Douro Minor Hockey.



4.0 Anti-Harassment/Anti-Bullying Policy (Adapted from OHF's Anti-Harassment/Anti-Bullying Policy)

4.0.1 Douro Minor Hockey along with the Ontario Hockey Federation (OHF) is committed to provide an environment that is safe and respectful. DMH supports the right of all its members and staff to participate and play in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.

4.0.2 It is the policy of Douro Minor Hockey that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.

4.0.3 Douro Minor Hockey expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within DMH and each of the DMH Members to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.

4.0.4 DMH will make all reasonable efforts to promote awareness of the problems of harassment, abuse, bullying and misconduct among all its members.

View complete policy:

http://www.ohf.on.ca/files/uploaded_documents/3676/OHF_Harassment,_Abuse_and_Bullying_Policy.pdf



5.0 Conflict Resolution Policy

Supporting Policy/Procedure/Document: Conflict Resolution Process

5.0.1 Where appropriate, DMH strongly encourages parties to a dispute to seek a resolution through direct or through voluntary mediation and the exercise of common sense before resorting to the review procedures set forth in this policy.

5.0.2 The intent of this policy is for when members are at an impasse and cannot come to an informal resolution, or when so required by another DMH policy.

5.0.3 Any member of the DMH who is affected by a decision of the directors, of any committee formed by the directors, or of any body or individual which has been delegated authority to make decisions on behalf of the directors shall have the right to request a review of that decision.

5.0.4 References in this policy to a complainant shall include at least one of the complainant's parents/guardians where a minor is the complainant.

5.0.5 This policy shall not apply to matters relating to:

- Rep Player Selection
- Team Officials Selection
- Abuse and Harassment Policy
- Decisions of DMH, OMHA or Hockey Canada
- The rules of the game of hockey

5.1. Dispute Resolution Process - Informal

5.1.1 As noted in section 5.0.1 above DMH encourages members to resolve conflicts in an informal nature in and amongst members. As such, the general guidelines for informal resolution include:

5.1.2 Stage 1 - Member to Member direct communication(s). This may involve face-to-face discussions, telephone, and/or emails.

5.1.3 Stage 2 - Using a Team Official as neutral third party. In the event the dispute is with the Team Manager, the Coach should be used as the neutral third party. In the event the dispute is with a coach, the Team Manager should be used as the neutral third party.

5.1.4. Stage 3 - Discussion with Division Director and parties who require resolution.

5.1.5 Stage 4 - Go to formal dispute resolution process stated in section two

5.2. Dispute Resolution Process - Formal

5.2.1 A complainant who wishes to have a decision reviewed shall have seven (7) days from the date on which he/she received notice of the decision to submit written notice of intention to seek review, which notice shall include the reasons for the request for review, to the President.

5.2.2. A review will only be undertaken if there are sufficient grounds. Sufficient grounds include circumstances in which the respondent:

5.2.3. Made a decision for which it did not have authority or jurisdiction as set out in the governing documents;

5.2.4. Failed to follow procedures as laid out in the bylaws or the policies or rules of the DMH;

5.2.5. Made a decision which was influenced by bias;

5.2.6 Failed to consider relevant information or took into account irrelevant information;

5.2.7 Exercised its discretion for any improper purpose;

5.2.8 Made a decision which was patently unreasonable or that had no evidentiary basis; and/or

5.2.9 Imposed a penalty which was unduly harsh in all circumstances.

5.3. Within five (5) days of receiving notice of a request for review, the President and/or his/her designate) shall appoint three persons to constitute a review panel in accordance with the following:

5.3.1. The review panel shall be comprised of persons with no significant relationship with the appellant, shall have had no involvement with the decision being reviewed, and shall be free from bias or conflict;

5.3.2. Where feasible, at least one of the review panel members shall be from among the appellant's peers;

5.3.3 Where feasible, the appellant shall be given the opportunity to recommend one of the review panel members;

5.3.4. At the time of appointment, the President (and/or his/her designate) shall designate one member of the review panel as chairperson.

5.4. Notwithstanding the previous paragraph, if at the time of delivering the notice of intention to seek review, the appellant advised the President (and/or his/her designate) that he/she wishes to have the review conducted by a single person and if within a further two (2) days the parties at the initiative of the President (and/or his/her designate) are able to agree on that single person, the review panel on whether there are sufficient grounds is final and may not be further reviewed.

5.4.1 If the President (or their designate) is of the view there are insufficient grounds for a review, it shall notify the appellant of this decision in writing, providing reasons. If the review panel is of the view that there are sufficient grounds for a review, it shall schedule a hearing.

5.5 A review panel shall conduct a hearing in such manner as it thinks appropriate in the circumstances, provide that:

5.5.1 The hearing shall be held within fourteen (14) days of the review panel's appointment;

5.5.2 The complainant and respondent shall be given seven (7) days notice of the date, time and place of the hearing;

5.5.3. A quorum shall be all three review panel appointees;

5.5.4 A decision of the review panel shall be by majority vote;

5.5.5 Copies of any written documents which either the complainant or respondent wish to have the review panel consider shall be provided to the other party and to the review panel at least two (2) days prior to the hearing, provided that a rebuttal document shall be delivered as soon as feasible following receipt of the document being rebutted;

5.5.6 The complainant and the respondent may be accompanied by a representative or advisor, although the representative/advisor is an observer only.

5.5.7 The review panel or either party may request that any other person may participate and give evidence at the hearing.

5.6 Within five (5) days of concluding the hearing, the review panel shall deliver its written decision, with reasons. The review panel may decide:

5.6.1 To set aside, vary or uphold the decision under review;

5.6.2. To make any decision it feel the respondent should have made and/or

5.6.3. To refer the matter back to the respondent for a new decision, correcting any errors that were made.

5.7 The review panel is entitled to grant the following relief or impose the following penalties:

5.7.1. A reprimand and/or warning;

5.7.2. A demand that a person offer an oral or written apology to the appropriate person;

5.7.3. A suspension;

5.7.4. A demand that a person make restitution for any damage or costs caused;

5.7.5. A recommendation to the directors that a member be expelled from DMH;

5.7.6. The placement of a person on probation;

5.7.8. A requirement that a person take remedial courses;

5.7.9. Dismissal of a person from his/her position;

5.7.10 A combination of any of the above; or

5.7.11 Such other remedy or penalty considered appropriate in the circumstances.

5.8. A copy of the decision shall immediately be delivered to each of the parties and to the President.

5.9. If the circumstances of the dispute are such that this policy will not allow a timely review, the President (and/or his/her designate) may direct the timelines to be shortened. Should this be the case, the parties and the review panel are expected to make every effort to comply with the shortened timelines in order to conclude the review in a timely way.

5.10. If the circumstances of the dispute are such that an appeal cannot be concluded within the timelines set out in this policy, the President (or his/her designate) shall seek agreement from the parties to extend timelines.

5.11. The appellant shall have the right to decline a hearing in favor of a documentary review. In this event, the review panel shall request both parties to provide

written submissions upon which the review panel make its decision.

5.12. The decision of the review panel in connection with the decision under review shall be final and binding and not open to any further review or appeal. However;

5.12.1. If the decision of the review panel reaches a conclusion on an issue other than the decision under review, and

5.12.2. If that conclusion has an adverse effect on any person (for example, if that decision imposes or recommends a penalty on one of the parties or third party), then that decision shall be deemed to be a decision subject to review under this policy.



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6.0 Team Management

Supporting Policy/Procedure/Document: CRC/VSC Letter

Yearly CRC/VSC Sign off

6.1 Criminal Reference Check/Vulnerable Sector Check Policy

6.1.1 As part of our risk management process it is mandatory that all DMH volunteers 18 years of age and over or level assisting with (rep, house league and development) complete a Criminal Record Check with a Vulnerable Sector Check upon their first year as a volunteer with DMH and every 3yr hereafter. On Year 2, a sign off acknowledging that no convictions have occurred since the last CRC/VSC will be acceptable.

6.1.2 All volunteer applicants shall provide their completed forms in a sealed envelope to DMH Risk Management Liaison, or to a member of the DMH Executive.

6.1.3 All CRC/VCS shall ONLY be opened by the Risk Management Liaison, or an appointed alternate, where they will be reviewed to ensure each applicant is in good standing with the policy.

6.1.4 Once reviewed the Risk Management Liaison will make recommendation to the executive, who should be accepted as a volunteer with DMH

6.1.5 OMHA Board of Directors and Douro Minor Hockey Executive will not be given access to the confidential CRC/VSC. Once the review process is completed, records will be destroyed by the Risk Management Liaison or appointed alternate.



To whom it may concern:


This letter is to confirm that applicant,
_____ is in need of a Criminal Reference
Check/Vulnerable Sector Check in order to volunteer as a
coach within the Douro Minor Hockey Association for the
2018/19 season.

If you have any questions, please don't hesitate to ask.

Thank you for your co-operation,



Mike Mundell
President
Douro Minor Hockey
705.652.3880



Kerri Riel
Secretary
Douro Minor Hockey
705.760.3530



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Criminal Reference Check/Vulnerable Screen Check Sign-off

Name: _____ Year: _____

Year 1 (New CRC/VSC required)

Year 2 (sign off)

Year 3 (New CRC/VSC required)

I declare that, since the last Police Vulnerable Sector Check or Offence Declaration on file, or since my 18th birthday:

I have no convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada). I have NOT been convicted of an offence under:

Section 151 (sexual interference) of the Criminal Code (Canada).

Section 163.1 (child pornography) of the Criminal Code (Canada).

Section 215 (duty of persons to provide necessaries) of the Criminal Code (Canada).

Section 229 (murder) of the Criminal Code (Canada).

Section 233 (infanticide) of the Criminal Code (Canada).

OR

Year 1 Year 2 Year 3 Year 4

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List of Offences (please list on separate page)



Date	Name	Signature	Witness





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6.2 Coach Selection Policy

6.2.1 All coaching applications shall be submitted in writing to the DMH President by May 31st.

6.2.2 Candidates will participate in an interview lead by the Coaching selection committee, comprised of a Douro Minor Hockey Exec., a 3rd party community member, and a parent advisory representative if possible.

6.2.3 The coaching selection committee will then make final recommendations based on the interview responses, to the DMH representative for final decision.

6.2.3 The coach selection process will be completed within 30 days of application date.



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6.3 Bench Staff Roster Policy

As per OMHA regulation, each team is to be comprised of no more than 5 registered bench staff including, 1 head coach, 1 trainer and 3 other bench staff, ie. Assistant coaches and 1 manager max.

Bench staff will not be rostered unless the qualifications set forth by the OMHA have been met as well a successful CRC/VSC has been reviewed.



6.4 Training Requirements Policy

All DMH Bench staff as well as DMH Executive must have completed the Respect in Sport Course as well as the Gender Identity and Equity Course as well as provide a CRC/VSC prior to being considered for a position within DMH. In order for coaches to be accepted on the roster necessary coaching qualifications are required.

OMHA MANUAL OF OPERATIONS | APPENDIX A – REGULATIONS



TEAM OFFICIAL QUALIFICATION REQUIREMENTS

2019-2020

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader or Speak Out!
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course
- All qualifications must be registered with the OMHA

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
INITIATION MINOR NOVICE NOVICE	ALL	Coach 1-Intro to Coach Trained ¹	Coach 1-Intro to Coach Trained ¹	HTCP Level 1
MINOR ATOM ATOM	ALL	Coach 2-Coach Level Trained ²	Coach 2-Coach Level Trained ²	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET JUVENILE	House League (HL) Local League (LL) Minor Development (MD) Rostered Select (RS)	Coach 2-Coach Level Trained ²	Coach 2-Coach Level Trained ²	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET JUVENILE	BB/B/CC/C/DD (includes AE)	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
MINOR PEEWEE PEEWEE JUVENILE	AAA/AA/A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
MINOR BANTAM BANTAM MINOR MIDGET MIDGET	AA/A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
MINOR BANTAM BANTAM MINOR MIDGET MIDGET	AAA	High Performance 1 Certified ⁵	Development 1 Trained ³	HTCP Level 1

COACHING QUALIFICATION LEGEND:

1. Coaches in divisions Novice and Below **must** hold Coach 1-Intro to Coach qualification - **No other qualifications are accepted**
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. High Performance 1 'Certified' or higher: High Performance 2 'Certified'

ADDITIONAL NOTES:

New For 2019-20:

- Requirement for Novice is Coach 1 – Intro to Coach
- Requirement for Head Coaches Minor Peewee – Juvenile 'A' - Development 1 Certified

REPRESENTATIVE (REP):

- AE is considered a category of Representative (Rep) hockey, under the Centre's Base Category

HOUSE LEAGUE (HL):

- Assistant Coaches at House League require Respect in Sport (RiS)-Activity Leader or Speak Out! and Gender Identity and Expression Course Only . However, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play).
- In addition, if the Head Coach were not available to start a House League game, an appropriately NCCP qualified Coach would be required to act as the Head Coach.



6.5 Reimbursement for Training Fees Policy

Douro Minor Hockey shall pay the maximum registration fee for course for trainers and coaches up to and including Level two. There shall be a limit of two people from each level or team. Each volunteer will only be reimbursed for one position per team that you are rostered on. Any variance from this must have Executive approval.



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7.0 Players

7.1 Player Eligibility

7.1.0 Players from outside Douro area shall be given the opportunity to play in the Douro Minor Hockey organization within the Preschool, IP, Sr.Tyke (Novice?) Program.

7.1.1 Initiation Program (IP) is open to players 7 years of age and younger.

7.1.2 IP Ice Sessions (practices and games) are to be played on cross ice playing surfaces and games will be played 4 on 4 with a goalie, no scores are to be kept as per OMHA guidelines.

7.1.3 The numbers of players to constitute a team shall be nine for non-contact levels and eleven for contact levels. Exceptions to this must have Executive approval.

7.1.4 It is expected that each player attends all practices and games

7.1.5 It is expected that each player abides by team rules and DMH policies, or be subject to team discipline.

7.1.6 Should player discipline be necessary; it shall be the responsibility of the coach to communicate with the player and parent(s) or guardian(s) and the executive.



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7.2 Try-out Policy

Tryouts shall be conducted in a manner, which encourages all eligible players to attend tryouts but respect the level they are best suited for. All players attending tryouts must be first registered with their registered home centre. Tryouts provide eligible players the opportunity to compete for the positions of "A" "AE"

7.2.1 All coaches must submit in writing their try-out plan in writing to DMH prior to beginning tryouts.

7.2.2 Full registration fee is to be paid to the Douro Minor Hockey prior to the beginning of the first try-out. In the case of cuts, 50% of registration fees will be reimbursed should the player decide to leave Douro Minor Hockey. Players who leave a team after their acceptance to play on the team create major challenges for coaches. It is often difficult to fill these positions. Other centres have adopted this policy with much success.

7.2.3 All Players must attend all tryouts to be given opportunity for placement on a Rep team. If a player cannot attend due to illness and/or injury they must provide a medical note. Any player wishing to tryout for Rep team and cannot attend any of the tryouts needs to make arrangements with DMH executive.

7.2.4 Any Players who choose not to attend any / all tryouts are required to pay current registration fees in full.

7.2.5 DMH has the authority to decline any request of player movement to another division when it causes an overage in the number of players at the level they are requesting to tryout for or impacts the ability to field a Team at the Players appropriate age.

7.2.6 Players requesting permission to tryout out in a higher division must be in their last year of their appropriate division.

7.2.7 At no time during the tryout process will the head coach, independent evaluators or DMH evaluators discuss players and their performance with any parent.

7.2.8 Requests for movement to a higher division must be made by the parents or guardians no later than Sept 1st for the upcoming season to any member of DMH Executive.

7.2.9 Players requesting to tryout at higher division must attend their appropriate division tryouts as well.

7.2.10 Players may apply to tryout for the rep team ONLY in the level above. Underage players are not eligible to tryout for the AE or any other team in the division above. If player is released at the higher level, they must return to their proper age division.

7.2.11 To allow for fair opportunity of all DMH players any underage player granted permission to tryout at a higher division must rank in the top 5 of ability for the team they are trying out for, as determined by an evaluation committee.

7.2.12 Evaluations will be completed by an evaluation committee, which will consist of a minimum of three evaluators. None of the evaluators shall be coaches within either the Division that the player is currently placed, or the Division that the player would like to move to.



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7.3 Team Selection Procedure

7.3.1 Teams shall be selected by the Coach and his/her staff if they so choose, in order of levels beginning with A, then AE, followed by B levels.

7.3.2 The Executive and the Coach of a Rep Team will consult as to how many players they can take. This is done to ensure that either there would not be too many or not enough players on the second or third team.

7.3.3 DMH enforces that children who reside within Douro-Dummer District will not be forced out of our association for the choosing of a child who resides outside of Douro-Dummer Township.

7.3.4 In the situation where there will only be one team formed for an age level, that team will fill a full roster of 17 skaters and 2 goalies (as set by OMHA) provided there is adequate number of skaters to do so.

7.3.5 When there is a situation where there is only one team in an age division, the coach and parents along with input from Executive will decide whether a team should play Rep or Leo. If the decision is to play Leo, an application to the OMHA must be completed. This application can be denied at the discretion of the OMHA; Douro Minor Hockey cannot guarantee acceptance of a level change.

7.3.6 All second teams at any level will be submitted to the OMHA as a AE team and can be changed to a 'B' Leo level at the coaches' request when a team has been decided.



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7.4 Fair Play Policy

7.4.1 Each coach must have due consideration for fair ice time for each player on the team during regular season and exhibition games.

7.4.2 Coaches are to make a conscientious effort to give every player a balanced amount of ice time in each game, including the play-downs. There may be instances and cases where the coach, if they decide to, may require shortening a player's ice time on rep teams.



7.5 Player Movement Policy

7.5.1 No player shall play or practice with a Douro Minor Hockey team, unless he or she is a registered member of Douro Minor Hockey.

7.5.1.2 No player from a higher category may play a level lower regardless of game status, whether it be league or exhibition, unless OMHA approved. In the case of a new player needing to play down to catch up, or a player with a medical or physical condition that may allow this child to play at a lower level. With the understanding that he or she could be moved back up to regular level if level of play warrants.

7.5.2 AP Players

7.5.2.1 The role AP positions typically to provide assistance to teams as a means to fill in for injured or absent players, or to bolster a short-staffed roster at the discretion of team coaches.

7.5.2.2 The intent of the use of AP players should be communicated to players and families at the beginning of the season.

7.5.2.2 The Coach shall adhere to fair ice time for current players on the team.

7.6 Release Policy

Releases shall be granted upon request, provided all financial commitments have been met by the parent or guardian to Douro Minor Hockey.

7.6.1 Loss of Player

Should a player quit mid-season, it is the coach's responsibility to inform the Executive.



7.7 Gender Equity/Dressing Room Policy (as adopted from the OHF policy)

PURPOSE

7.7.1 Douro Minor Hockey is committed to providing a safe, respectful, and fully inclusive environment for players, parents/guardians, staff, and volunteers;

7.7.2 With the support of the Ontario Hockey Federation, the Douro Minor Hockey Association will: Proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players;

7.7.3 All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression;

7.7.4 All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players;

7.7.5 With the support of the Ontario Hockey Federation, Douro Minor Hockey will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities;

7.7.6 This policy is written in accordance with Ontario's Human Rights Code (1990) (the Code), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability; and

7.7.7 Under the Code, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the Code. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the Code.

7.7.2. DEFINITION

7.7.2.1 Refer to the Douro Minor Hockey's Confidentiality Statement for definitions of terms utilized throughout this document.

7.7.3. RIGHTS AND RESPONSIBILITIES OF PLAYERS

7.7.3.1 All players have the right to:

7.7.3.2 be a respected and equal registered participant of Douro Minor Hockey;

7.7.3.3 have access to safe, inclusive, and equitable dressing room spaces and procedures that proactively anticipate and remove barriers to participation;

7.7.3.4 define and express their gender identity without fear of discrimination, harassment, or penalization within Douro Minor Hockey;

7.7.3.4 request the use of, and be referred to by, their self- identified name(s) and pronouns within all documentation and by Douro Minor Hockey;

7.7.3.5 with the support of Ontario Hockey Federation, have Douro Minor Hockey advocate on their behalf with respect to individual needs and requirements with respect to the protected grounds within the Human Rights Code;

7.7.3.6 utilize a change room or agreed upon equivalent changing area that meets their individual needs, including their gender identity and gender expression;

7.7.3.7 have all personal information kept confidential and disclosed only at the player's request and/or with the player's consent; and

7.7.3.8 be protected from discrimination and reprisal in response to a request to access change rooms based on gender identity and gender expression or a related accommodation request.

7.7.3.9 All players are responsible for:

7.7.3.10 treating all staff, volunteers, parents/guardians of players, and other players of Douro Minor Hockey with respect;

7.7.3.11 asking for assistance and support to the best of their ability from Douro Minor Hockey when experiencing discrimination (e.g., differential treatment/difficulty accessing dressing rooms and other gender segregated areas based on lived gender identity) or when requiring related accommodation; and

7.7.3.12 in the event that they request an accommodation, working collaboratively with Douro Minor Hockey to find appropriate and equivalent dressing areas when faced with building limitations.

7.7.4. RIGHTS AND RESPONSIBILITIES OF Douro Minor Hockey

7.7.4.1 All staff, volunteers, and parents/guardians of players of Douro Minor Hockey have the right to:

7.7.4.2 be respected and equally treated under the Human Rights Code and within Douro Minor Hockey;

7.7.4.3 be protected from discrimination, harassment and reprisal, and be accommodated for individual needs, based on their gender identity, gender expression or other prohibited ground of discrimination; and

7.7.4.4 be protected from discrimination, harassment and reprisal stemming from an association with another individual because of that person's gender identity, gender expression or other prohibited ground of discrimination.

7.7.4.5 Douro Minor Hockey, with support from the Ontario Hockey Federation, are responsible for:

7.7.4.6 treating all staff, volunteers, parents/guardians of players, and other players of Douro Minor Hockey with respect;

7.7.4.7 working proactively to ensure safe, inclusive, and equitable dressing room and other gender segregated spaces and procedures for all players by anticipating and removing barriers to participation;

7.7.4.8 providing safe and confidential opportunities for players to discuss and seek compliance with their human rights, including accommodations for their individual needs;

7.7.4.9 ensuring that a player's individual needs and requirements are met, including the use of their self-identified name(s) and pronouns within all documentation and by Douro Minor Hockey;

7.7.4.10 advocating for a player's rights, including individual accommodation needs and requirements with respect to the protected grounds within the Code;

7.7.4.11 ensuring that all players are able to utilize the dressing room that is in accord with their gender identity and gender expression, and/or that meets any accommodation needs they may have;

7.7.4.12 when requested by a player, working collaboratively with them to find an appropriate and equivalent changing area that meets their individual needs, including their gender identity and gender expression; and

7.7.4.13 ensuring that a player's personal information, including their sex/assigned sex and/or gender identity, is kept confidential and disclosed only at the player's request and/or with the player's consent.

7.5. PROMOTING SAFE, INCLUSIVE, AND EQUITABLE PARTICIPATION

7.5.1 All players have the right to participate fully within the Ontario Hockey Federation in accordance with its By-Laws, Regulations, and Policies. To do so, Douro Minor Hockey, with support from the Ontario Hockey Federation, is responsible for working proactively to ensure all dressing room spaces and procedures are safe,

inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds (e.g., gender identity and disability).

7.5.2 For example, if Douro Minor Hockey is required to utilize a facility that contains a limited number of dressing rooms, it is the responsibility of the Douro Minor Hockey, with support from the Ontario Hockey Federation, to anticipate and implement inclusive and equitable spaces and procedures within the structural limitations of the building. This may include developing equitable changing schedules based on gender identity. For instance, alternating the order in which players of different gender identities use the dressing room so that all players, regardless of their gender identity, have an opportunity to change first.

7.6. SEEKING RECOGNITION OF GENDER IDENTITY AND EQUAL ACCESS TO DRESSING ROOMS AND OTHER GENDER SEGREGATED SPACES

7.6.1 All players have the right to utilize a dressing room or appropriate and equivalent changing area based on their gender identity and gender expression. If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from Douro Minor Hockey. Douro Minor Hockey, once receiving the accommodation request in writing, either directly from the player or from the player's parent(s)/guardian(s), is required to meet and work collaboratively with a player to find an appropriate and equivalent option. This may include utilizing a pre-existing dressing room or an appropriate and equivalent changing area if required to utilize a facility with a limited number of dressing rooms.

7.6.2 As each player is different, Douro Minor Hockey must assess and manage all accommodation requests on an individual basis. Douro Minor Hockey must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.

7.6.3 With respect to gender identity and gender expression, a player has the right to utilize the dressing room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and reflective of their gender identity and gender expression, and transition status. This is the case regardless of the player's age, legal name, sex/assigned sex, or gender markers on identification documents. Players must be allowed and enabled to have parent(s)/guardian(s) support them when discussing access to gender appropriate dressing rooms; however, the involvement of a parent/guardian may not be appropriate and is not always required. All requests to Douro Minor Hockey, with support from the Ontario Hockey Federation, must be taken seriously and acted on in a timely manner.

7.7. RECOGNIZING GENDER IDENTITY AND PROVIDING EQUAL ACCESS TO FACILITIES

7.7.1 Self-identified Names and Pronouns

7.7.1.1 All players have the right to utilize their self-identified name(s) and pronouns, regardless of their ex/assigned sex, their status of transition, or their legal name and gender markers on identification documents. Upon request, the [Name of Minor Hockey Association] should make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation. Intentionally misgendering or inappropriately referring to a player by their given name(s), or their self-identified name(s) and pronouns without prior consent (e.g., if a player is not 'out' to family members, the team, other players, staff and volunteers of Douro Minor Hockey, etc.) is harmful and a form of discrimination.

7.7.2 Dressing Rooms and Appropriate and Equivalent Changing Areas

7.7.2.1 All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. If, due to building constraints and despite the best proactive efforts of Douro Minor Hockey, a dressing room that meets a player's individual needs is unavailable, it is the responsibility of Douro Minor Hockey, with support from the Ontario Hockey Federation, to work in collaboration with the player to find an appropriate and equivalent changing area. This may include Douro Minor Hockey

working with facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player's needs are met and their right to inclusion and equal treatment are respected.

7.7.2.2 To ensure that all players are equal and valued members of a team, the team officials should only engage in pre and post- game talks when all players are present.

7.8. CONFIDENTIALITY AND PRIVACY

7.8.1 All players have the right to privacy. Douro Minor Hockey, with support from the Ontario Hockey Federation, is responsible for ensuring that a player's private information, including, but not limited to, their sex/assigned sex and/or gender identity, remains confidential. Douro Minor Hockey is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's consent.

7.9. COMPLAINTS

7.9.1 Douro Minor Hockey must ensure that dressing rooms and appropriate and equivalent changing areas are safe, inclusive, and equitable environments for all players. In particular, trans players must be provided with safe environments, free from discrimination, harassment and violence relating to gender identity and gender expression. It is the responsibility of Douro Minor Hockey to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.

7.9.2 Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias.

Ultimately, Douro Minor Hockey must not exclude trans players in response to complaints based on presumed risk.

7.10. REVIEW

7.10.1 The Policy will be reviewed by Douro Minor Hockey on an annual basis



7.8. Phones/ Recording Devices in the Dressing Room Policy

No phones or recording devices for the purpose of capturing images of players are permitted in the dressing rooms.



DOURO
MINOR HOCKEY

7.10 Medical/ Return to Play Policy

Supporting Policy/Procedure/Document: Medical Form

In the event of injury, DMH has the right to request a doctor's letter to confirm player is fit to return to play.
In regards to a concussion, all players **MUST** submit a doctor's note to confirm player is fit to return to play.

Form: https://cdn4.sportngin.com/attachments/document/0042/8125/HTCP_Medical_Info_Form_Aug_2016_.pdf?_ga=2.122804622.469918390.1551207322-32484585.1550607867

<https://www.omha.net/page/show/925387-safety-initiatives-and-trainer-resources>

See hockey Canada guidelines and references



DOURO
MINOR HOCKEY

8.0 Equipment Policy

8.1 All sweaters shall be returned to Douro Minor Hockey effective the end of each season

8.2 All goalie equipment including sticks shall be returned at the end of each season

8.3 Douro minor hockey shall supply one goalie per team with pads, trapper, blocker, upper body protector, chin protector, knee pads and one stick per season. A second goalie may be outfitted if there is equipment available up to and including Bantam.

8.4 All equipment including sweaters, shall be kept in a secured storage room at the Douro Community Center or the locker located at the Warsaw Arena.

8.5 All equipment must be signed in and signed out

8.6 Only the equipment manager or the Exec. President or IP Coordinator with the Equipment manager's knowledge will hand out any equipment. All requests for equipment must go through the equipment manager.

8.7 Team sweaters shall be worn by team players only and for only team functions. Team sweaters are not to be used for practices.

8.8 All Sweaters shall be collected after each game by members of coaching staff for appropriate cleaning. Coaching staff may appoint parent volunteers to look after this for the season.



DOURO
MINOR HOCKEY

9.0 Tournaments

9.1 All tournament registrations including submitting of necessary paperwork, permits and fees will be completed by Douro Minor Hockey, in consultation with team head coaches. Each team will then reimburse the Douro Minor Hockey organization for the entry fee.

9.2 All Ontario Minor Hockey Association tournament rules must be abided by.

9.3. All tournaments sponsored by Douro Minor Hockey teams must have executive approval.



10.0 Financial Policies

10.1 Reg. Fees Policies

***Fee schedule will be reviewed yearly.

10.2 Sponsorship fees

10.2.1 The fee for sponsoring a Douro Minor Hockey team shall be an Executive decision based on associations' financial needs.

10.2.2 Sponsorship shall be considered a one year term.

10.2.3 Choosing new sponsors shall be the responsibility of the executive. Preference shall be given to Douro-Dummer Township proprietors.

10.2.4 Sponsorship bars will be placed on the jersey's within the first month of the season. Sponsors will also be mentioned in social media posts and press releases

10.2.5 When hosting fundraising initiatives consideration must be given to sponsor's services prior to seeking supplies /services elsewhere.

10.2.6 Collection of all funds from sponsors will be coordinated with the Sponsor, Sponsorship Coordinator and the Treasurer.

10.2.7 Sponsors will be recognized with a annual plaque of appreciation

10.3 FUNDRAISING

10.3.1 All Douro Minor Hockey fundraising endeavors shall go through our fundraising Coordinator chairperson. They shall be in charge and their committee shall decide what measures shall be taken to raise funds.

10.3.2 Individual teams may use fundraising means with executive approval.

10.3.3 No individual team can use unlimited fundraising without a purpose. Keep In mind fundraising shall be for the benefit for the players

10.3.4 No individual team shall be allowed to fundraise under the name of Douro Minor Hockey. It must be under the team name.

10.3.5 Alcohol shall not be used as a fundraiser for minors

10.3.6 Fundraising for individual team, by team members is optional, not mandatory. However all team's parents are expected to demonstrate genuine efforts towards team finances. Team management shall determine non-participants' portion or contribution.

10.3.7 Financial reports by individual team fundraising must be given to the team's members, and a copy to the executive.



DOURO
MINOR HOCKEY

10.4 Refund Policy (Applies to all Walk-On and Minor Novice and below teams **ONLY**, not Rep. team players: See Try-Out Policy for Rep Refund guidelines)

10.4.1 Prior to 1st scheduled ice time, refund is registration cost less \$25

Before October 15th- 75% Refund

After October 15th and before December 1st- 50% Refund

After December 1st- No Refunds, unless approved by the executive.

10.4.2 Request for refunds may be requested in writing to the DMH executive. Each request will be reviewed individually and voted on by the executive.

