

**Township of Chatsworth
&
District Minor Hockey
Association**



MANUAL OF OPERATION

January 2023

Township of Chatsworth & District Minor Hockey Association

Manual of Operation

Adopted by the
Township of Chatsworth & District
Minor Hockey Association Executive

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1. GOVERNANCE AND SCOPE

1. The Township of Chatsworth & District Minor Hockey Association (TCDMHA) operates under the governance of its constitutions dated Nov 1/2003 and the TCDMHA Manual of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association and Ontario Women's Hockey Association. The Township of Chatsworth & District Minor Hockey executive reserves the right to set aside any section of the TCDMHA Manual of Operations based on any circumstance for the overall benefit of TCDMHA or any other exceptional circumstance, with a majority vote of executive. All sections of the TCDMHA manual of operations will be interpreted and applied based on their intended purpose by the TCDMHA Executive.

2. CODE OF CONDUCT AND ETHICS

2.1 Coaches, Team Official and Player's Code

The TCDMHA reserves the right to reject membership in such cases where a players previous record of behaviour is unbecoming-and is evident to TCDMHA.

Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result

after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

2.2 Conflict of Interest

Members of the TCDMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

2.3 Social Media Policy

The policy below shall encompass public communications through such internet mediums and websites such as Twitter, Facebook, Myspace, LinkedIn, Foursquare, Instagram, Snapchat and any other social media network that allows users to communicate online. TCDMHA 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 TCDMHA, and the future of TCDMHA players.

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

Social Media Guidelines

TCDMHA holds the entire TCDMHA community, including Executive Members, Managers, Coaches, Trainers, Players, 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 that are detrimental to a team, our association, leagues 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. TCDMHA members should conduct themselves in an appropriate and professional manner at all times. Use your best judgement 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 TCDMHA, it is recommended that you request approval from the TCDMHA Executive.

Social Media Violations

The following are examples of conduct through social media are considered violations of the social media and networking policy and may be subject to disciplinary action by the Team, our Association and/or other governing bodies. 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. Commenting on or publishing information that is confidential or in any way sensitive to a team, association, league, individual. Negative or derogatory comments about any team, association, league, volunteers, programs, stakeholder, player. Any form of bullying, harassment or threats against players or officials. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: Drug use, Alcohol abuse, Public intoxication, hazing, sexual exploitation, online activity that contradicts the current policies of Hockey Canada, the Ontario Hockey Federation (OHF), the TCDMHA, or any of its member associations. Inappropriate derogatory, racist, or sexist comments of any kind, in keeping with TCDMHA policies and regulations on these matters. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

The team, TCDMHA and/or other governing bodies will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team, association, and/or other governing bodies will impose an appropriate sanction, which may include suspension.

3.0 ELIGIBILITY /INSURANCE AND REGISTRATION

3.1 Residency

- (a) TCDMHA players must reside within the area described by OMHA Player Eligibility Regulation 3.0 or boundaries outlined in the constitutions.
- (b) OWHA Registration regulation 3 will be followed for all teams/players participating in the OWHA/WOAA Women's Hockey leagues.

3.2 Registration Age Division

- (a) Subject to registration numbers, the following series of player groupings will be operated by the Association:

Division	Age as of <u>December</u> 31st
U5	4 and Under
U7	5 & 6
U8	7
U9	8
U11	9 & 10
U13	11 & 12
U15	13 & 14
U18	15, 16 & 17
U21	18, 19 & 20

3.2 Birth Certificates

Satisfactory proof of birth will be submitted with every initial registration of a player. Players must be registered and all registration payments submitted before participating in any game, practice or try-out.

3.3 Registration Dates

The Executive shall set registration dates and fees by end of April for the following hockey season. Registration procedures will be organized and coordinated by members of the board. Registration is activated once OMHA and OWHA open the next season.

3.4 Respect in Sport Parent Course

At least one parent or guardian of each player registered with TCDMHA minor hockey (both OMHA & OWHA participants) will be required to complete the **Respect in Sport** -

Parent Program as a condition of participation. The online course is a proactive, educational program that empowers parents with the tools to ensure the game is enjoyable and respectful for themselves, their children and all other stakeholders in the game.

- (a) For Parents that have never completed the course;
 - a. Follow this link to take the Course,
<https://omhahockeyparent.respectgroupinc.com/>
 - b. There is an additional fee that is required to take the course.
- (b) For Parents that have previously taken the course for another child;
 - a. You are not required to retake the course but you must add your new player to your profile.
 - b. Follow this link to add a new player
<https://omhahockeyparent.respectgroupinc.com/>
 - c. Select PROFILE
 - d. Select CHILD MANAGEMENT
 - e. Select ADD CHILD

3.5 Releases

OMHA

- (a) The TCDMHA does not provide releases. The following exemptions may be considered upon written request:
 - a. A 1 year player movement may be provided if there is no Representative team in a player's age division.
 - b. A 1 year player movement may be considered by the TCDMHA if there is no Local League team in a player's age division. A 1 year player movement may be provided on the condition that the player will only be playing Local League, or House League in another center.

OWHA

- (c) TCDMHA does not provide releases if TCDMHA is offering hockey at the same division being registered for in another center. The following exemptions may be considered upon written request:
 - a. Players who transfer to TCDMHA when there are no viable options in their home center may return to their home center the following season.
 - b. Players who wish to play at a higher division than what is being offered by TCDMHA shall be provided a permission to skate to attend tryouts in another center. If successful at tryouts at a higher division, they will be released to that center.
 - c. In the event that TCDMHA cannot offer hockey in a players' desired division (ie:HL), a player may be released to another center on the condition that the player will not be playing in a division offered by TCDMHA.

3.6 Registration Fees and Refunds

- (a) All new players who have never been rostered to a TCDMHA roster will receive free registration for their first year. This practice is reviewed regularly and applied as funding permits.
- (b) No player shall attend tryouts if the first instalment of registration has not been paid 48 hours in advance of the first tryout date-with the exception of players attending tryouts on a permission to skate.
- (c) Registrations for returning players received after May 30th, shall be subject to a \$100.00 administration charge. If a player has missed part of the playing season due to late registration, a reduced registration fee may be considered upon written request. The late fee may be waived if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill (Medical Doctors note required), or players trying out or released from a Junior Hockey Club).
- (d) Refunds will be granted according to the date the written application is received by TCDMHA with the following conditions:
 - a. Players requesting refunds after attending tryouts will only be entitled to a 50% refund of season fees within 2 weeks of the final tryout date, with the following exceptions:
 - i. Players attending tryouts on a Permission to Skate
 - ii. A full refund will be issued to players injured during tryouts, who have a medical note exempting them from the coming season.
 - iii. A 50% refund may be considered by executive in the case of injury where a player has a medical note exempting them from the coming season, prior to November 15th.
 - b. Players who have not attended tryouts may receive a refund with the following conditions
 - i. A 75% refund may be issued before November 15th for players in the following age division: U11, U13, U15, U18-and U21.
 - ii. A full refund may be provided before November 15th for any players, in the following age division: U5 to U9
 - iii. A 25% refund may be considered by executive in the case of injury where a player has a medical note exempting them from the coming season, prior to November 30th.
 - c. Refund requests received after November 30th will be at the discretion of the TCDMHA.
 - d. Late Fees are not refundable
- (e) Families registering three or more returning players will receive a multi-player discount as follows: 3rd child – 25% discount, 4th & each additional 50% discount.

3.7 Insurance

- (a) The Township of Chatsworth, the TCDMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.
- (b) The insurance program described by the OMHA Manual of Operations/OWHA Manual of Operation and shall cover all players and officials of the TCDMHA.

4.0 EQUIPMENT AND UNIFORM AND COLOURS

4.1 Equipment

- (a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, conveners, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.

4.2 Mouth Guards and Throat Guards

- (a) All OMHA and OWHA players and goaltenders are required to follow OMHA and OWHA rules and guidelines surrounding wearing a mouth guard and a BNQ certified throat protector at all times.

4.3 Goalie Equipment

- (a) Goalie equipment may be borrowed from the association for U13 and below. All equipment must be signed out and returned at the end of the season. Contact Rep or LL Convenor.
- (b) All OMHA and OWHA goaltenders are required to wear a dangler at all times.

4.4 Team Jerseys

- (a) Replacement of Jerseys is a very large expense. Jerseys shall be carried as a set throughout the season, and not in individual player's bags.
- (b) A charge of \$150 will be charged for the loss, damage or defacing of any TCDMHA jersey. This does not include wear/damage from normal game play.

4.5 Apparel

- (a) Any apparel containing the TCDMHA logo may only be purchased from approved vendors and must abide by the standards set by the TCDMHA executive. These standards shall be provided to vendors.
- (b) No person or apparel supplier may copy, imitate or use the TCDMHA logo or brand without TCDMHA's prior written consent.
- (c) The current approved vendors for TCDMHA apparel are
 - a. Hometown Sports, 1063 2nd Avenue East, Owen Sound
 - b. Johnny K Sports, 305 10th St, Hanover

5.0 TRYOUTS

5.1 Underage Players

- (a) Players in U11 and above wishing to tryout in a higher age division must abide by the following conditions.
 - a. Players who tryout in a higher age division must be ranked in the top 3 after evaluations have completed to be offered a spot on the roster.
 - b. If there is no Rep team at the player's proper age division the top 3 rule does not apply.
- (b) Goaltender requests to play a higher age division will be handled on a case by case basis by TCDMHA Executive to ensure adequate coverage of goaltenders amongst teams.
- (c) Players in U8 or U9 wishing to play in a higher age division must abide by the following conditions
 - i. Be ranked in the top 3 of the representative team in the higher age division after evaluations have completed to be offered a spot on the roster of the representative team.
 - ii. Be ranked in the top 7 at the representative team tryout in the higher age division after evaluations have completed to be offered a spot on the LL team
 - iii. TCDMHA executive may allow players in U8-or U9-to move to a higher age division at their discretion if it is beneficial to the organization (example: move players up a division to allow for the creation of a Rep and LL team).
- (d) TCDMHA executive reserves the right to deny underage players from moving to a higher division if it will adversely affect roster sizes in their proper age division.
- (e) All U8-and U9-player movements to a higher age division are subject to WOOA approval.

5.2 Player Evaluation Process

- (a) Representative teams will be provided 3 tryouts. A 4th tryout may be provided if necessary.
- (b) No players shall be released until after the second scheduled tryout.
- (c) A minimum of 2 independent evaluators, with no direct conflict of interest shall evaluate each tryout.
- (d) TCDMHA Executive will determine number of players on each representative team.
- (e) Initial releases following the second tryout shall be based on the evaluations of independent evaluators only.
- (f) Final releases after the 3rd tryout will be based on the opinion of the independent evaluators, and the head coach.

- (g) At minimum, two executive members will coordinate with evaluators and coach on all releases.
- (h) Players who are unable to participate in tryouts in their entirety due to injury or illness may be considered by executive with input from the head coach for a spot on the representative team. All of the following conditions must be met:
 - a. The player has been previously selected to representative teams in TCDMHA at the previous 2 tryouts held for players in their birth year.
 - b. The player has provided a note from a medical doctor stating they are unable to participate in tryouts in their entirety due to injury or illness. The anticipated return to play date must be no later than November 15th.
 - c. Written request, including medical note must be submitted prior to the first tryout.
 - d. The player must be considered as ranked in the top 6 on the representative team.
 - e. The final decision will be made by TCDMHA executive and will not be subject to appeal.
- (i) Evaluation forms completed by coaches and evaluators are confidential and will not be released under any circumstances.
- (j) A member of the executive will provide verbal feedback about any player's evaluation to a player's parent/guardian upon request.

5.3 Affiliated Players

- (a) Coaches wishing to Affiliate a player must ask the player's coach prior to asking a player to affiliate.
- (b) All coaches shall approve all AP requests except in the case of extenuating circumstances. Any denial of an AP request must be justified in writing to the President and Vice President, and may be over-ruled upon review.
- (c) All affiliated players must be signed and rostered prior to participating in any games or practices.
- (d) No affiliated player shall miss a game with their own team to play with their affiliate team for any reason.
- (e) An affiliated player may miss a practice or exhibition game with their rostered team to attend a game with their affiliate team, with permission from the Head Coach of their rostered team.
- (f) OMHA coaches are expected to Affiliate from other OMHA teams within TCDMHA. If, due to extenuating circumstances, a coach wishes to sign a TCDMHA rostered OWHA player living within TCDMHA boundaries to a TCDMHA OMHA roster, they must present a case to the TCDMHA executive ~~to~~ explaining their rationale.

5.4 Division of LL Teams in the same age category

- (a) All Local League players may be requested to attend 1 evaluation skate.
- (b) Independent evaluators shall divide players in to 2 equal teams to the best of their ability.
- (c) Siblings shall be placed on the same team upon request prior to the evaluation skate.
- (d) Coaches will not be selected until after teams have been divided and will follow TCDMHA coach selection processes.

6.0 CONDUCT AND DISCIPLINE

6.1 Team Meetings

- a. Team **parent** meetings held at the start of the year should have a least one nonparent executive member present as a witness.

6.1 Complaints and Sanctions

- a. All Staff, Parents and Players are encouraged to resolve any issues prior to requesting involvement from TCDMHA executive.
- b. No complaint shall be raised with team officials or executive until after a 24-hour cooling off period has been observed, except in cases with legal implications.
- c. Complaints or questions regarding the operation of the Association must be submitted, in writing, to the appropriate Director (Rep or LL Director) or in the case of a conflict of interest, complaints may be submitted to the Vice President.
- d. Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- e. Complaints/questions should be submitted prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- f. Upon receipt of a complaint, the President may request the Risk Management Director or another assigned executive member to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
- g. Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- h. All complaints shall receive a written reply.

7.0 COACH/MANAGERS/TRAINERS

7.1 Responsibilities of Team Officials

- (a) Team officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to be respectful and to set a good example in conduct, language, dress and sportsmanship.
- (b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the TCDMHA-and OMHA or OWHA.
- (c) The Trainer of the team is responsible for forwarding a copy of the “Canadian Hockey Injury Report” and the approval of “Returning to Play” to the Head Trainer and to the OMHA/OWHA – Hockey Canada

7.2 Selection of Team Officials

- a. Application for coaching positions will be advertised for the upcoming season.
- b. A Coaches Selection Committee will be formed by May. The committee will consist of the six members of the executive or appointed individuals as elected by the executive. Selection Committee members with a perceived conflict of interest will be excluded from voting.
- c. The coach selection committee will select Head coaches for representative teams prior to August. Selections may be presented to executive at a scheduled meeting for approval.
- d. Confirmed selections will be announced by September 1st.
- e. The Coach Selection Committee shall:
 - i) Set a coaching selection criteria (ie submission of an application, qualifications, experience, past history)
 - ii) Convene meetings to select team officials for the respective teams
 - iii) Make recommendations for Executive approval on the appointment of rostered team officials for the respective teams
 - iv) Appointments shall be made as early as possible.
- f. All TCDMHA-team coaches, assistant coaches, trainers and managers must be certified in accordance with the OMHA Manual of Operations or the OWHA Regulation Six including obtaining a Prevention Services Certification and Criminal Record Check.

7.3 Team Staff Minimum Requirements

- (a) Respect In Sport Activity Leader / Speak Out
- (b) Gender Identity and Gender Expression (OMHA)
- (c) Criminal Record Check
- (d) Additional requirements that may set by OMHA or OWHA.

7.4 Coaching Requirements

- (a) In addition to team staff minimum requirements, all TCDMHA coaches (OMHA and OWHA) shall have required coaching certifications set forth by the Ontario Minor Hockey Association.

7.4 Trainer Requirements

- (a) In addition to team staff minimum requirements, all TCDMHA Trainers (OMHA and OWHA) shall have a minimum Level 1 HTCP Certificate.
- (b) Emergency First Aid and CPR/AED training is recommended.
- (c) All OWHA Trainers shall be female
- (d) All OMHA Head Trainers for U13 and above should be male

7.5 Trainer Expectations and Authority

- (a) Trainers for teams U11-and older shall purchase and maintain a First Aid Kit with team funds. First Aid Kits shall be provided to all teams below the U11 age category.
- (b) Trainers should not be running doors on the bench.
- (c) Trainers have full authority to remove any player from play in case of illness, injury or any other safety concern. Coaches do not have the authority to supersede a Trainer's decision to remove a player from play for any of the reasons listed above.
- (d) Team Officials and players shall respect and abide by any Return to Play requirements set forth by the Trainer without question. This includes all requests for a medical doctor's note, and any return to play protocols set forth by the head trainer. Any coach or team official superseding a trainer's authority will face a disciplinary hearing, and possible suspension or removal from a team roster.
- (e) Trainers shall forward a copy of all Injury Reports to the TCDMHA Risk Management Director
- (f) Trainers shall destroy all player medical forms after the completion of the hockey season.

7.6 On Ice Volunteers

- (a) All OMHA on-ice volunteers must
 - a. Meet Team Staff Minimum Requirements
 - b. Be added to a TCDMHA OMHA team roster, at-Large roster or on-ice volunteer roster.
 - c. Coaches permitting volunteers who do not meet the above requirements may face sanctions, including possible removal from all TCDMHA team staff rosters.

- (b) As per OWHA regulations and insurance requirements, team staff rostered to a TCDMHA OWHA roster may assist on ice. No other on-ice volunteers are permitted as per OWHA regulations and insurance requirements.
- (c) TCDMHA players assisting on-ice with other TCDMHA teams must
 - a. Be 2 age divisions above the team they are volunteering with.
 - b. Wear full protective gear including mouth guard and BNQ certified throat protector when under the age of 14.

7.7 Re-Imbursement for Certifications

- (a) The cost of required certifications for any team official on a TCDMHA Roster will be reimbursed. Receipts must accompany requests for reimbursement. Only the direct cost of certification will be reimbursed.
- (b) Other expenses such as hotels, meals or other incidental expenses will not be reimbursed by TCDMHA.

8.0 OFFICIALS

8.1 Time Keepers

- (a) All TCDMHA home games must have a minimum of one timekeeper who is 18 years of age or older.

9.0 SPONSORSHIPS AND FUNDRAISING

9.1 Sponsorships

- (a) It is the expectation that all proceeds from sponsorships are to benefit the organization as a whole, and not individual teams.
- (b) All proceeds from sponsorships shall be forwarded to the treasurer.

9.2 Fundraising

- (a) All team fundraisers must be approved by TCDMHA executive to ensure that fundraising activities do not conflict with or negatively impact other team or association fundraising events.

10.0 GAMES, PLAYOFFS, TOURNAMENTS AND EXHIBITION

10.1 Exhibition Games and Tournaments

- (a) A Travel Permit Required for ALL exhibition games and tournaments.
- (b) A copy of the approved team roster is required for tournaments. It is recommended that all teams carry a copy of their team roster in the trainer's kit.

10.1 Playoffs

- (a) All teams shall be prepared to play OMHA playoff games on 24hrs notice, as per OMHA regulations.
- (b) Attendance at scheduled OMHA play down games are required, except in cases of extreme weather, as per OMHA regulations.

11.0 ARENAS, ICE RENTALS AND CANCELLATIONS

11.1 Exhibition Games and Tournaments

- (a) A minimum of 7 days notice is required for all ice cancellations. Teams may be required to reimburse TCDMHA for any ice cancelled with less than 7 days notice, except in the case of inclement weather per Township policies.
- (b) The team Manager shall communicate all requests to cancel or change ice rentals to the Ice Convenor.
- (c) TCDMHA Insurance does not cover extra ice rentals by teams not communicated to the Ice Convenor.

APPENDIX A

Township of Chatsworth and District Minor Hockey Association

PARENT CODE OF CONDUCT

The Township of Chatsworth and District Minor Hockey Association (TCDMHA) recognizes the need to support volunteers and set a minimum level of expectations for the parents of the players involved in our system. This Parent Code of Conduct is intended to establish a policy that will return a level of mutual respect to the game. Every parent will be required to acknowledge and sign prior to your child beginning the hockey season.

PARENTS ACKNOWLEDGE AND WILL FOLLOW AS LISTED BELOW:

1. I will do my best to be a good sport at all times. I will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
2. I will encourage my child to do his/her best, have fun and demonstrate good sportsmanship.
3. I will teach my child how to win and lose gracefully. I will lead by example.
4. I will assist my child to understand and respect the rules of the game. I will encourage my child to remember that he/she is part of a team and to work hard for the good of the team.
5. I will respect the rights and feelings of officials, coaches, trainers, players, volunteers and administrators. I will work to support, not undermine their efforts.
6. I will refrain from comments or behaviour which is disrespectful, offensive, racist or sexist.
7. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
8. I will not engage in activity or behaviour which endangers the safety of others.
9. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child (ren).
10. I understand that team performance goals take precedence over individual's goals.
11. I will support TCDMHA's Zero Tolerance policies by:
 - a. Not publicly criticizing players, coaches, officials, volunteers and other parents.
 - b. Not being under the influence of alcohol, or any illegal drug while in the presence of the athletes at events
 - c. Not using profane, insulting, harassing, or otherwise offensive/derogatory language.

24 HOUR RULE

I agree that I will not discuss any concerns from a game, practice or team event with any member of the team staff for a period of 24 hours after the game, practice or team event. In addition I will review the issue with my son/daughter and then if I feel it needs to be addressed, I will approach the team manager and respect the process that is in place for the resolution of team issues.

ZERO TOLERANCE POLICY IS IN EFFECT

There will be ZERO TOLERANCE for any inappropriate behaviour, use of foul language, disorderly conduct, verbal or physical abuse of players, coaches, officials, other spectators or volunteers.

I, the undersigned, have read the above PARENT CODE OF CONDUCT and agree to follow the above conditions during all hockey games or events under the umbrella of the TCDMHA in all facilities where I, or my child(ren) are representing TCDMHA. Failure to abide by this Parent Code of Conduct may result in a warning or other sanctions, which may include suspension of membership. In cases of serious or repeated breaches of the Parent Code of Conduct, TCDMHA may request the issuance of a trespass order from the municipality (ies) and/or request involvement from local law enforcement.

APPENDIX B

Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression Pre-Season Chat Checklist Coaches, Assistant Coaches and training staff are responsible for making sure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch policies. This resource offers a checklist of information that should be communicated to players about the Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression during their pre-season talks with their teams. Staff may shape these conversations in consideration of the age group, social dynamics, and prior knowledge of the team they are coaching. Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season.

Introductory Pronoun Check-Ins

- Pre-season chats are a great opportunity for everyone on your team, including coaches, assistant coaches and volunteers to share the name and gender pronoun by which they wish to be called.
- Explain to your team that referring to someone by the pronouns they've requested is a way to show someone that you respect who they are. • Explain that it is important to ask for and share gender pronouns, just like names, because it is not something you can always tell just by looking at someone. Tell players that it is okay to make mistakes but that it is important to show that they are trying to remember by simply apologizing and correcting themselves if they do slip up.
- Start by introducing yourself and your gender pronouns to your team. You can say, "I'm [name] and I go by the pronouns [insert pronouns]."
- By including pronoun check-ins during introductions as a routine practice, regardless of whether there are trans or gender diverse people on your team that you are aware of, you will proactively create an inclusive and affirming environment that positively acknowledges the possibility of gender diversity.

Discuss Players' Rights/Responsibilities as per Hockey Canada's Ontario Branches Anti-Discrimination Policies Pertaining to Gender Identity/Gender Expression

- Explain that the standard of respect in Hockey means that it is everyone's right to be respected and treated equally and to enjoy an environment at hockey that is free from discrimination and harassment. Explain that rights and responsibilities go hand in hand and therefore it is also everyone's responsibility to do their part to help create a discrimination and harassment free environment. This means treating everyone with respect. You may wish to go over the general definitions of discrimination and harassment with your players. (see Glossary in Resource Downloads for this training for a refresher on these definitions.)
- State that this standard is outlined in Hockey Canada's Ontario Branches Policies *and* Ontario Human Rights Law and that it explicitly protects people from being discriminated against or harassed because of their *gender identity* and/or *gender expression*, in addition to numerous other "protected grounds" (For the definition and list of protected grounds, as well as the definitions of gender identity and expression, see Glossary, included in Resources Downloads for this training).
- Elaborate on the meaning of discrimination and harassment based on gender identity and/or gender expression. To do this you may wish to reference the pronoun check-in as an entry point into this conversation. Explain that it is everyone's right to define and express their gender without fear of being discriminated against or harassed. State that this means that everyone has the right to be referred to by the name and gender pronoun they request and the right to use the washroom or dressing room (or any other gender-specific space) where they feel most comfortable. Explain that failing to respect someone's gender pronouns repeatedly, bullying or making inappropriate comments about the way someone identifies or expresses gender, or doing anything to make gendered washrooms or dressing rooms unsafe, inaccessible spaces, are all examples of discrimination because of gender identity and/or expression. (for more specific examples, see Resource Downloads, "What Counts as Discrimination Based on Gender Identity and/or Gender Expression"). Stress that everyone is responsible for holding themselves and one another accountable to this standard of respect and that it works in all directions, which means staff and volunteers also have these rights and responsibilities. • Review the process for reporting incidents of discrimination/harassment that players witness or experience first hand. Communicate that it is everyone's right and responsibility to ask for support/ assistance from the MHA if they experience discrimination to the best of their ability.

Define "Accommodations" and Discuss Related Rights/ Responsibilities

- Explain to players, that despite positive efforts to make all aspects of hockey safe, equitable and accessible for everyone regardless of gender identity or expression or any of the protected grounds discussed earlier, sometimes people continue to face barriers to participating fully and equally in hockey.
- Convey to players that if they face any unresolved barriers to participating fully and equally in hockey because of one of those protected grounds mentioned earlier, that they have the right to be provided with a special arrangement that will help them participate more fully. Explain that these special arrangements are called "accommodations". Give a few general and hockey-related examples of accommodations to help explain the concept. Being provided with a sign language interpreter is an example of an accommodation that may help a person who is deaf do a part of their job. In hockey, a person may have a need for extra privacy when changing before or after playing. This need may be related to gender identity or to other protected grounds such as disability or religion. The special arrangements that are made to resolve these needs are also called accommodations.
 - Explain that the right to be accommodated also comes with responsibility. Communicate to players that if they experience an unresolved obstacle that prevents them from participating fully in hockey because of one of those protected grounds, that they have the responsibility to send a written accommodation request to the MHA and to work together with the MHA in coming up with an appropriate and reasonable accommodation that resolves their need.



Stress Importance of Respecting the Confidentiality of Others

- Make it clear to players that if someone has confided in them with personal or sensitive information about gender identity, whether they are seeking support about a struggle they are having or sharing their plans to come out, that it is important to make sure they know exactly what that person wants to keep private, to whom and what they do want others to know. Outing (sharing information about someone's gender identity) without their consent is also an example of discrimination.
 - Emphasize the importance of respecting confidentiality as an important part of honouring the standard of respect discussed earlier.