

# HUMBER VALLEY HOCKEY ASSOCIATION'S

## HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY



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## HVHA CODE OF CONDUCT

1. The within policy is being adopted by the Humber Valley Hockey Association (“**HVHA**”) from the Greater Toronto Hockey League (“**GTHL**”)’s harassment, abuse, bullying and misconduct policy, as a member of its association, and in order to promote good behavior in hockey.
2. The HVHA is committed to providing a sport environment in which all individuals are treated with respect.
3. During the course of all HVHA activities, athletes, coaches, assistant coaches, trainers, managers, officials, parents, directors, officers, volunteers, employees or chaperones and others within the HVHA:
  - a. shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the HVHA will not tolerate behaviour that constitutes harassment or abuse or bullying;
  - b. shall avoid behaviour which brings the HVHA, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs;
  - c. shall not use unlawful performance enhancing drugs or methods, nor shall they engage in any activity or behaviour that endangers the safety of others; and
  - d. shall at all times adhere to the Hockey Canada, Ontario Hockey Federation (“**OHF**”), GTHL and HVHA’s operational policies and procedures, to rules governing Hockey Canada, OHF, GTHL, HVHA or a GTHL Member Association events and activities and to rules governing any competition in which they participate on behalf of Hockey Canada, the OHF, GTHL, HVHA or a GTHL Member Association.
4. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the HVHA including the opportunity to participate in GTHL, OHF and Hockey Canada activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

## INTRODUCTION

This policy includes policies and procedures that enhance GTHL, OHF and Hockey Canada Harassment, Bullying and Abuse Policies.

HVHA is obligated to adhere to these policies and procedures. Please refer to the following for more information:

1. Hockey Canada Policy on Harassment and Abuse – [www.hockeycanada.ca](http://www.hockeycanada.ca)
2. OHF Harassment, Abuse, Bullying and Misconduct Policy – [www.ohf.on.ca](http://www.ohf.on.ca)
3. OHF Code of Conduct – [www.ohf.on.ca](http://www.ohf.on.ca)
4. Hockey Canada “Safety for All” Booklet – [www.hockeycanada.ca](http://www.hockeycanada.ca)
5. GTHL Policy - <https://gthlcanada.com>

## POLICY STATEMENTS

1. The HVHA is committed to providing an environment that is safe and respectful. The HVHA supports the right of all its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.
2. It is the policy of the HVHA that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.
3. The HVHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the HVHA to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.
4. The HVHA will make all reasonable efforts to promote awareness of the problems of harassment, abuse, bullying and misconduct among all its members.

## DEFINITIONS

**GTHL Member Association.** A GTHL Member Association, also an “Association” or “Organization”, is any Club, Division, Affiliated Group or Sports School accepted for membership in the GTHL from time to time.

**Legislation.** Includes but is not limited to:

Child Protection Legislation – Ontario Child and Family Services Act (CFSA)

<http://www.canlii.org/en/on/laws/stat/rso-1990-c-c11/latest/rso-1990-c-c11.html>

<http://www.children.gov.on.ca/htdocs/English/topics/childrensaidd/reportingabuse/index.aspx>

Human Rights Legislation – the Canadian Human Rights Act or the Ontario Human Rights Code

<http://laws-lois.justice.gc.ca/eng/acts/h-6/>

<http://www.ohrc.on.ca/en/ontario-human-rights-code>

**Child.** In the Province of Ontario Child means a person between the age of 0 and 18 years.

**Adult.** Adult means a person who has reached the age of maturity. In the Province of Ontario this age is 18 years.

**Bullying.** Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying can include:

- a. **Physical Bullying.** Hitting, shaking, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person’s property; used most often by boys.
- b. **Verbal Bullying.** Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.
- c. **Relational Bullying.** Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person, spreading rumours or giving the “silent treatment; used most often by girls. This may happen in person, over the phone, through the computer.
- d. **Discriminatory Bullying.** Discriminatory bullying targets people because of their sexual orientation, ethnicity, gender identity, skin colour, religion, weight, appearance, disability, nationality or other things that are perceived to make them “different”.
- e. **Reactive Bullying.** Engaging in bullying as well as provoking bullies to attack by taunting them.
- f. **Cyber Bullying.** Involves the use of information and communication technologies such as e-mail, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook, Twitter, Instagram, Tumblr, Flickr, Myspace etc., defamatory personal websites (such as Network 54), or other forms of electronic

information transfer to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

For example, Bullying is not:

- Conflict between friends
- An argument between people of equal power
- Accidental
- Normal relational development challenges
- A “one-time” event (usually)
- Friendly teasing that all parties are enjoying
- Something people grow out of

For example, Bullying is:

- Hurting behaviours based on oppression and “meanness”
- Based on power differentials
- Intentionally harmful
- Intense and long in duration
- Repeated over time (generally)
- Oppressive – isolates victims
- Caused by many factors and behavioural challenges

**Harassment.** Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in the Ontario Human Rights Legislation, including age, citizenship, colour, disability, ethnicity or place of origin, family status, gender identity or gender expression, marital status, race, record of offences or pardoned conviction, religion or creed, sex (including pregnancy or breastfeeding), sexual orientation.

Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, ethnic origin, age, gender identity, race, colour, religion, nationality, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, based on a ground of discrimination, which undermine self-esteem or diminish performance.
- Practical jokes based on a ground of discrimination, which cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under the Child and Family Services Act).

- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

**Criminal harassment**—often known as stalking—involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know - or could reasonably be expected to know—that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001). Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

**Abuse.** Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

**Emotional Abuse.** Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs but it is not simply benching a player for disciplinary reasons, cutting a player from a team after tryouts, refusing to transfer a player, limiting ice time and yelling instructions from the bench.

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

**Neglect.** A general definition of neglect is the chronic inattention to the basic 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.

Some examples of neglect occurring in a sport environment are:

- *Inadequate Shelter/Unsafe Environments:* Failure to maintain equipment or facility; forcing athletes to participate without proper protective equipment.
- *Inadequate Clothing:* Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- *Inadequate Supervision:* Leaving young athletes unsupervised in a facility or on a team trip (OHF Policy on Dressing Room Supervision).



- *Lack of Medical/Dental Care:* Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- *Inadequate Education:* Encouraging athletes to not do homework, to not attend school, or to drop out.
- *Inadequate Rest:* Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- *Inadequate Moral Guidance & Discipline:* Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornography to young athletes.

**Sexual Abuse.** Sexual abuse is when a child is used by a child with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

Contact includes:

- Touch and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

Non-Contact includes:

- Obscene calls/remarks on a computer, cell phone or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate
- Forced to watch others masturbate

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

The Province of Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth, which are contained in Section 72 of the Child and Family Services Act

(CFSA). Consequently, it is the policy of the HVHA that any HVHA personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or HVHA partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In Ontario a person is considered a child up to the age of eighteen.

Those involved with the HVHA 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 CFSA.

**Hazing.** Hazing is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s).

**Misconduct.** Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the HVHA Code of Conduct and that is not harassment, abuse or bullying.

**Complaint.** Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the HVHA.

**HVHA Personnel.** HVHA personnel include HVHA office employees, council and committee chairs and members, Directors and Officers and any other personnel that may be identified by the HVHA President.

**Billet.** Any community volunteer who applies or is requested to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

## SUBMITTING A COMPLAINT

1. It is the policy of the HVHA that any and all situations involving harassment, abuse, bullying and misconduct must be reported to the HVHA.
2. Complaints must be submitted in writing and on the HVHA Complaint Intake Form (Appendix A).
3. Complaints may be submitted to: [admin@humbervalleyhockey.com](mailto:admin@humbervalleyhockey.com), 5230 Dundas Street West, P.O. Box 40506, Toronto, Ontario M9B 6K8 or to a member of the executive committee of HVHA.
4. If a Complaint concerns a HVHA Officer, Director, representatives while acting in the capacity of their HVHA position or HVHA Staff, the complaint will be handled either by a special committee of the HVHA (excluding the subject individual), GTHL or the Ontario Hockey Federation when deemed appropriate.

## COMPLAINT ADMINISTRATION

1. Complaints of abuse, harassment, bullying or misconduct may be handled informally where possible, or formally, but within a reasonable time frame.
2. The HVHA is not required to deal with all complaints. The HVHA may decide not to deal with the complaint if it is of the opinion that it:
  - a. could be more appropriately dealt with under another policy, rule or regulation;
  - b. is frivolous, vexatious or made in bad faith;
  - c. is not within the HVHA's jurisdiction; or
  - d. is based on occurrences that are more than six months old.
3. The HVHA will not deal with any complaint of abuse as defined in the Child Protection Legislation. Any investigation of a complaint of this nature will be left to the police or appropriate child protective agency.
4. During an investigation by the police or appropriate child protective agency the individual under investigation would be removed from participation.
5. If a complaint of abuse of a child participant results in a conviction, the HVHA will exclude the individual convicted.
6. If a complaint of abuse of a child participant does not result in a conviction may nevertheless discipline the individual subject to the complaint having merit.
7. Consideration of time served during the investigation will be taken into account in any further discipline applied.
8. Complaints of abuse, harassment, bullying or misconduct will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

## INVESTIGATION

1. All investigations of harassment, bullying or misconduct will be conducted in accordance with privacy considerations. Disclosure of any part of the final report will be provided at the discretion of the HVHA and where third-party confidentiality is required, the report may not be provided. Upon the final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.
2. When the HVHA is investigating a matter, the report resulting therefrom, will be received by the HVHA President or Executive Vice President for review and determination.
3. The HVHA may use an independent fact finder to conduct an investigation if it deems it necessary to do so.
4. Any decision for the HVHA to contact the police on the basis of an Investigation Report will be made by the HVHA President or Executive Vice President.

## INVESTIGATION DECISIONS

1. The following decisions resulting from any investigation may be made:
  - a. the complaint is with merit;
  - b. the complaint is without merit;
  - c. there is insufficient information to enable a conclusive decision to be made; or
  - d. the complaint is outside of the jurisdiction of the investigating body.

## DISCIPLINE

1. Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the HVHA found in violation of the HVHA Harassment, Abuse, Bullying and Misconduct Policy (or the policies referred to herein) may be disciplined up to and including dismissal and/or revocation of membership in accordance with the HVHA's Constitution, By-laws and Regulations, as applicable.
2. Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the HVHA who knowingly brings a false complaint against a HVHA participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the HVHA's Constitution, Bylaws and Regulations, as applicable.
3. Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse, bullying or misconduct may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the HVHA President or other designate on a case by case basis in accordance with the HVHA's Constitution, By-laws and Regulations, as applicable.
4. Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the HVHA's Constitution, By-laws and Regulation, as applicable.

## SANCTIONS

1. When directing appropriate disciplinary sanctions, the HVHA shall consider factors such as:
  - The nature and severity of the harassment and bullying information
  - Whether the harassment and bullying involved any physical contact
  - Whether the harassment and bullying was an isolated incident or part of an ongoing pattern
  - The nature of the relationship between the complainant and the respondent
  - The age of the complainant
  - Whether the respondent has been involved in any previous harassment and bullying incidents
  - Whether the respondent admitted responsibility and expressed a willingness to change
  - Whether the respondent retaliated against the complainant
  
2. In directing disciplinary sanctions, the HVHA may consider the following options, singly or in combination, depending on the nature and severity of the harassment and bullying:
  - Verbal apology
  - Written apology
  - Letter of reprimand from the HVHA
  - A fine or levy
  - Referral to counselling
  - Removal of certain privileges of membership or employment
  - Temporary suspension with or without pay
  - Termination of employment or contract
  - Suspension of membership
  - Expulsion from membership
  - Publication of the details of the sanction
  - Any other sanction that the HVHA may deem appropriate
  
3. Failure to comply with a sanction as determined by the HVHA shall result in automatic suspension of membership in the HVHA until such time as the sanction is fulfilled.
  
4. Notwithstanding the procedures set out in this policy, any individual participating in HVHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the HVHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the HVHA in accordance with this policy.



## APPEALS

Except where otherwise provided, an appeal of any disciplinary matter may be regulated and heard in accordance with the GTHL's Regulation 15 of its Rule Book.

## APPENDIX A

### **COMPLAINT INTAKE FORM**

- Substantiated allegations of harassment, abuse, bullying or misconduct will be considered for sanctions ranging in severity from: no further action to expulsion.
- The HVHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the HVHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Please send completed forms to: [admin@humbervalleyhockey.com](mailto:admin@humbervalleyhockey.com), 5230, Dundas Street West P.O. Box 40506 or to a member of the executive committee of HVHA.

Please complete the following:

**1. Person making the complaint:**

Player  Parent  Volunteer  Official  Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

**2. Person on whose behalf the complaint is made: (to be completed if different from above)**

First Name		Last Name	
Birth Date (day / month / year)			

**3. Name of person(s) against whom you are complaining:**

First Name		Last Name	
Title/Role		Name of Association/Club	
First Name		Last Name	
Title/Role		Name of Association/Club	

**4. When did the last incident occur? (date):** \_\_\_\_\_

**5. Please check the ground(s) that best describes your complaint:**

A.  Bullying (refer to Definitions)

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Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Discriminatory	<input type="checkbox"/> Reactive	<input type="checkbox"/> Cyber
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B.  Harassment (refer to Definitions)

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Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
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Based on:

<input type="checkbox"/> Age	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Colour	<input type="checkbox"/> Disability
<input type="checkbox"/> Ethnicity/Place of Origin	<input type="checkbox"/> Family Status	<input type="checkbox"/> Gender Identity/Gender Expression	
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Race	<input type="checkbox"/> Record of Offences	<input type="checkbox"/> Pardoned conviction
<input type="checkbox"/> Religion/Creed	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation	

C.  Abuse (refer to Definitions)

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Type of behaviour:

<input type="checkbox"/> Emotional	<input type="checkbox"/> Physical	<input type="checkbox"/> Neglect	<input type="checkbox"/> Sexual
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Please note: Neither the GTHL, nor any Member Association thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

D.  Hazing (refer to Definitions)

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E.  Misconduct (refer to Definitions)

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Please note: Complaints of misconduct will generally be directed to the Member Association or Local Association or Club for formal or informal resolution according to that organization's constitution or policies.



## APPENDIX B – ON-ICE OFFICIALS

This appendix sets out the principles and practices of the HVHA for on-ice officials with regard to abusive behaviour towards participants. Each Official within the HVHA is to comply with these principles and practices.

### **OFFICIALS:**

One of the most prominent areas in hockey where abuse and harassment are evident is in the domain of officiating. For some reason, many people believe that the sport culture allows them to exhibit abusive or harassing behaviours towards officials. Where younger officials are involved, it is quickly learned that it is easier to try and ignore the maltreatment than to penalize it. To assign a penalty means further intimidation to the referee; to ignore the behaviour means the focus is on the game rather than on the official. The result is many young officials leave the officiating ranks.

When it comes to abuse and harassment during the competition, all officials need to make use of the playing rules and guidelines within hockey to deal with these occurrences. Support from supervisors will enhance this course of action. However, abuse and harassment can occur in other relationships within the officiating community.

### **SUPERVISORS**

Supervisors have a profound impact on young officials. Their role is to not only coach the official but to also provide constructive criticism and evaluation of the official's performance. They have significant authority over future assignments and advancements.

#### **Guidelines:**

- Treat young officials with respect.
- Give feedback in a constructive manner, rather than an intimidating manner.
- Support the learner and the learning process.
- All Supervisors must follow the GTHL Supervisors manual

### **ASSIGNORS**

Assignors are in the position of deciding which official will referee specific games. As a result, they have considerable power over young men and women who want to work and gain experience.

#### **Guidelines:**

- Officials should be assigned according to their skills and calibre of play.
- Assignors need to know the physical and emotional limitations of their officials.
- Assignors must never use their position to intimidate or demoralize an official.
- Officiating is usually a hobby and needs to be valued as such.

## **PEERS**

In many sports, officials work in teams. The concept of “team” must be utilized at all times.

### **Guidelines:**

- The role of officials is to ensure that the sport is played fairly and safely by both sides. Officiating is an apprenticeship that most often occurs during the actual competition.
- When there are concerns between officials, they need to be discussed in an appropriate place, such as the dressing room or office, not during the game.
- Officials need to encourage each other as often as possible throughout the competition.
- Harassment and Abuse should be reported to the Manager, Hockey Operations.

## **DRESSING ROOMS/OFFICES**

Although the dressing rooms or offices for officials are usually quite small, it is important that an area be reserved for officials as they prepare for the upcoming competition.

### **Guidelines:**

- Any inappropriate behaviour in the dressing room must be reported to the Manager, Hockey Operations.
- When male and female officials work together, it is never appropriate to change or dress in the same space at the same time. One gender should dress first while the other waits outside the dressing room, then vice versa.
- Once both genders are fully dressed, they can share the room in preparation for the competition, but leave the door open.
- Only officials and their supervisor are allowed in the official’s room.
- When supervisors are talking with one official the door should be left open.
- Officials are to use the “two-deep” system, i.e. always have a third person present.

## **DISCIPLINE**

There will be times when it is necessary to discipline an official.

### **Guidelines:**

- All disciplinary action must be respectful of the person while addressing the inappropriate behaviour. It should never be abusive or harassing in nature.
- Ridicule is not an acceptable form of discipline.
- The Manager, Hockey Operations is to follow the Disciplinary policy in the GTHL Officiating manual.

## **DUTY TO REPORT**

It is the responsibility of an official to be aware of situations where players are being harassed or abused. If an official believes that a player is being harassed or abused they **MUST** report it. Please follow these procedures:

Guidelines:

- Write down as much information as possible. (The teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul or if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident.)
- DO NOT WRITE THIS ON THE GAME SHEET.
- Send this report to the HVHA Office.
- Do not discuss this with anyone except your fellow officials of the game. Ask them for their input if they witnessed this incident. (Although we want this reported, you must be positive of your decision). A person's name and reputation could be on the line.
- If you are not sure whether to write it up or not, contact the HVHA Office for their advice.

## APPENDIX C – LINKS TO RESOURCES

### Cyberbullying Resources

<http://www.getcybersafe.gc.ca>

<http://www.needhelpnow.ca>

<http://www.prevnet.ca>

### Tip Sheet on Cyberbullying

<http://www.opp.ca/ecms/files/250363910.6.pdf>