

**Caledonia and District Minor Hockey Association  
“CDMHA”**



**Policies & Procedures Manual  
2019-2020**

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# **Business Policies**

## **Section 1 - CDMHA Mission Statement**

CDMHA will strive to provide a safe, healthy and positive environment for our players. Within that framework, we will focus on developing the skills of our players at all levels by teaching the fundamentals of the game of hockey with an emphasis on healthy competition, good sportsmanship and team play. The mandate of our program will also include an emphasis on developing winning teams.

## **Section 2 - Policy Statement**

CDMHA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Southern Counties, Haldimand County Local League and any other league or governing body we are associated with.

In addition, we will be governed by our Constitution and the general provisions contained in this Policy and Procedures Manual. This Policy and Procedures Manual will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

The Policy and Procedure Manual will also be posted on the website - [www.caledoniathunder.ca](http://www.caledoniathunder.ca)

## **Section 3 - Registration Policy**

- a) All players must be registered on a designated CDMHA registration form through the Hockey Canada Registration Website.
- b) CDMHA will host player registration in April for the upcoming season.
- c) The Board of Executive will have the right to set a "cap" on the number of players to register per division for the upcoming season.
- d) CDMHA members must be members in good standing, in order to register for the next hockey season.
- e) If for some reason there is an outstanding registration fee from the previous season, all outstanding monies must be paid in full in order to register your child/children for the current season.
- f) Any outstanding balance must be paid in the form of Visa, MasterCard or Money order. No cheque or post-dated cheques will be accepted.
- g) For the current season, members may provide payments in installments as outlined on the Hockey Canada Registration Website. All registration monies owing must be made in full by September 1<sup>st</sup> of the current season.
- h) There will be a \$25.00 fee for NSF payments.
- i) A late fee of \$100.00 per player will apply for any registrations after the 15<sup>th</sup> of August (of the current season) except for any new registrants with CDMHA (e.g.: Tyke players).
- j) Registration must be paid in full by September 1<sup>st</sup>, in order for your child/children to play hockey with the CDMHA. This rule will be strictly enforced. All fees payable to a players Rep/AE team must be paid in full by November 1 of the current hockey season. This rule will be strictly enforced.
- k) The \$50.00 Registration Deposit Fee is non-refundable with the exception of Tyke players who will receive a full refund. The tryout fee is non-refundable once tryouts begin. Refunds will only be issued for the tryout fee when a request is put in writing to the VP of Rep/AE and the Registrar no later than 24 hours prior to the start of the first tryout.



- l) Permission to Skate forms for any player to attend tryouts with our AAA affiliate or any other center will only be given to members in good standing and must be signed by the VP of Rep. or his/her delegate.
- m) All registration fees must be paid in full in order to be able to put forth a nomination for any position of the CDMHA executive for the current season.
- n) All registration fees must be paid in full in order to attend the CDMHA Annual General Meeting.
- o) All players trying out for a Rep/AE team must be registered (online) with CDMHA before going on the ice for tryouts. Any player(s) not registered will not be allowed to attend tryouts until they are registered.
- p) Withdrawals/Refund Request

All Registration refunds request must be submitted in writing to the Treasurer.

No refunds will be given after December 31<sup>st</sup> except for illness or injury, which must be at least a minimum of 4 weeks in duration.

Any player under suspension is not eligible for a registration refund until their suspension has been served.

Players who are requested to leave CDMHA due to their conduct on or off the ice will not be eligible for a refund.

Refunds can only be obtained upon the return of any equipment belonging to CDMHA in the same condition that it was issued.

#### Full Withdrawal

Players withdrawing from CDMHA prior to September 1<sup>st</sup> will receive full a refund of any money paid minus \$50.00 administration fee. Refunds after September 1<sup>st</sup> until December 31<sup>st</sup> will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks remaining in season}}{\text{Total \# weeks per season}} \text{ less } \$50.00 \text{ administration fee}$$

#### Partial Refunds due to injury or illness

Partial refund request must be accompanied by a Doctor's note. The amount of refund will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks injured or ill}}{\text{Total \# weeks per season}}$$

Note: # weeks per season will be determined by the VP of Business Operations and Treasurer at the beginning of the season

Eg: child out for 6 weeks with a broken arm and produces a Doctor's note. The amount of refund will be calculated as follows:

$$\text{Refund} = \$350 \times (6 / 24) = \$87.50$$

- q) Any player who is injured or has a serious illness which results in missed time, regardless of whether or not they seek a partial refund, may be asked to present a Doctor's note before he or she is allowed to resume practicing or playing.
- r) Completion of the Respect in Sport "Parent Program" for at least one parent/guardian of each family of every registered player (under the age of 18) shall be a condition of their eligibility for participation.



The initial deadline for Compliance for the Respect in Sport Parent Program is August 31, 2014 as outlined by the OMHA. After the deadline, any player which has not had a parent complete this online program will not be allowed on the ice. Moving forward the deadline for compliance will be August 31 of the current season. Because there is no renewal required for this program, the deadline each year will only be for those new to the Hockey Canada system.

#### **Section 4 - Coach Selection**

CDMHA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our association. Coaches will be required to make formal application in order to be considered. All coach applicants will be treated with respect and provided an opportunity to respond to issues raised during the coach selection process.

For the Local League, the VP of Local League and the applicable Division Convenor will make the coach selection for each team. All selections by the VP of Local League and Convenors will be presented to the board for review and approval by a simple majority vote. CDMHA reserves the right to request alternate coaching candidates from the VP of Local League and Convenors. Once selected and approved, Head Coaches will meet with the VP of Local League. At that meeting the Coach will be provided with a current copy of the Policy & Procedures Manual and will be asked to confirm who they propose for the rest of their coaching staff. The Board of Directors reserves the right to request alternate coaching staff choices again by taking into account qualifications, experience, conduct and past relationship with our association. Once the successful candidate has been selected and accepts the coaching position within CDMHA, they will be required to sign the Coach Code of Conduct form and submit the form to the VP of Local League.

For the Rep. and AE levels, a Coach Selection Committee for each Division will be formed. This Committee(s) will be comprised of Board and Non-Board members tasked to interview, recruit if necessary, and recommend coach selection for each Representative and AE team to the Board for final approval.

A special Board meeting will be called in order to review all Rep/AE coach applicants prior to the list being provided to the Coach Selection Committee. This will provide the Board the opportunity to review each applicant's qualifications, experience, conduct and past relationship with our association. Any issues will be provided to the Coach Selection Committee to be raised with the particular applicant. In the event the Board decides a particular applicant is not a suitable representative of Caledonia Minor Hockey, he or she will be called into a special meeting with the Board before a decision is made to either reject or continue his/her application.

The Coach Selection Committee(s) will be chaired by a member of the Board who does not have a child currently registered in CDMHA and will be elected to the Chair position by the Board. The Chair will not vote on the initial coach choice by the committee(s) unless to break a tie in selection between committee members. The Coach Selection Committee will be comprised of a minimum of three people and a maximum of five, including the Chair. It may consist of two non-board members and at least one Board member. The Board members shall not sit on any committee for any division in which they have a child registered. The Board will propose a list of non-board candidates for the Chair to contact and the Chair will be tasked to recruit two individuals from that list.

The Chair of the committee will schedule the interviews, work to resolve any committee / coach applicant conflicts prior to the interview process, lead the interview process, and task the committee to select and rank the coach applicants, present the selection to the Board for approval.

The Committee members will review all applications, support the Chair as required, attend all interviews for the Division, treat coach applicants with respect and dignity in a completely unbiased manner, vote for the coach recommendation to be taken to the Board and rank the remaining coaches. Coach / child conflict will be a factor considered in their selection process.

The Board will be asked to review the recommendation of the Coach Selection Committee before voting to accept or reject the recommendation made. Any rejection must be supported in writing by the board member casting the rejection vote. The vote will be moderated by the President and the Secretary. The Board reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Board member to excuse

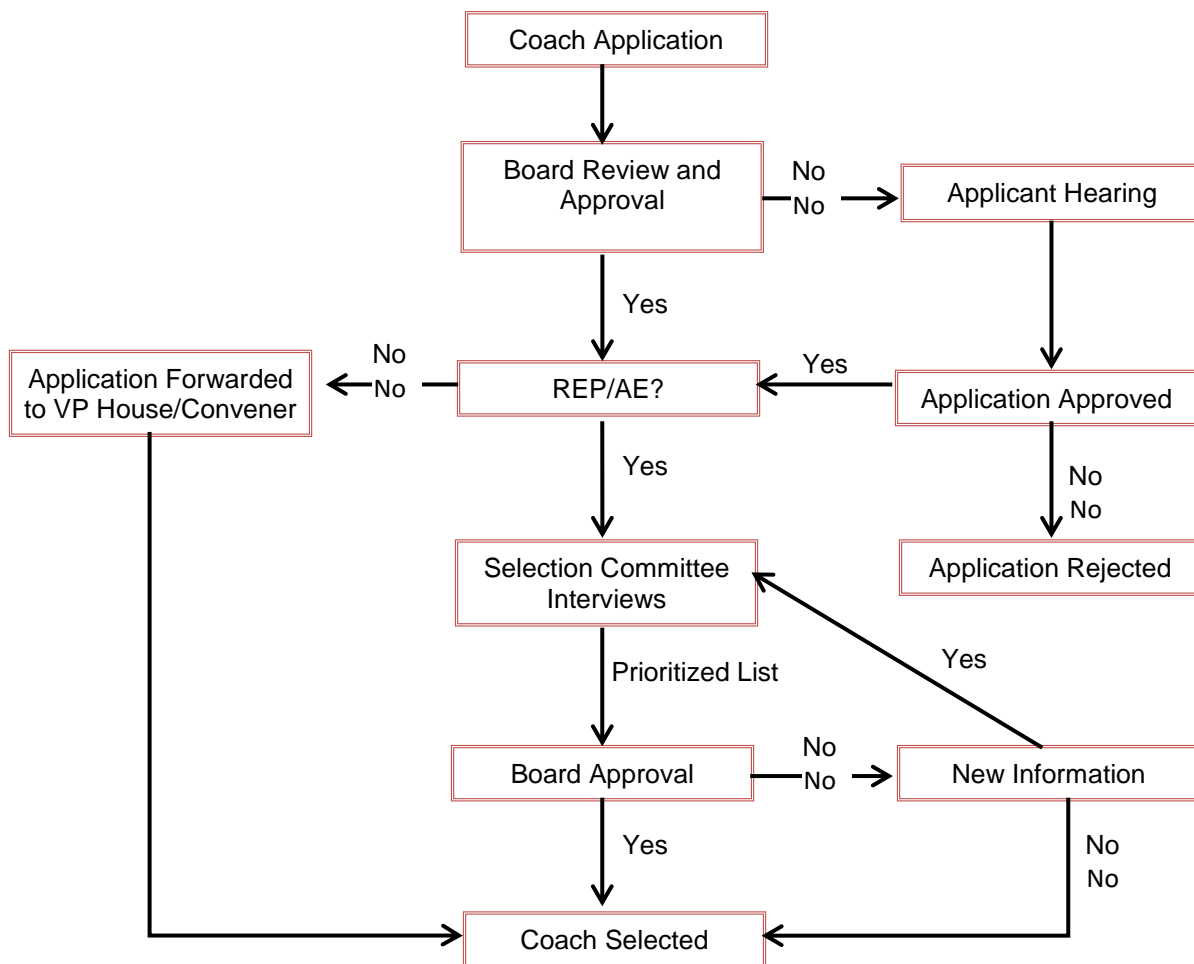
themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Board of Directors are final.

In the event that a coach is selected but declines the position, the coach applicant with the second highest ranking by the Coach Selection Committee will be named as his/her successor. This recommendation will be brought to the Board for full review, discussion and approval.

Once the successful candidate has been selected and accepts the coaching position within CDMHA, they will be required to sign the Coach Code of Conduct form and submit the form to the VP Rep/AE.

In the event that a coach resigns or is removed from a bench during the course of the season, the full Board will be tasked with determining the best course of action under the specific circumstances.

### **CDMHA Coach Section Process Flow Chart**



### **Section 5 - Police Screening**

In order to ensure that children playing in the CDMHA system are protected from adults with a history of inappropriate conduct, CDMHA must take action to identify such offenses that may negatively impact on children. To achieve this, one of the tools we use is that of Police Screening. OMHA policy states that Police Screening must be completed every four years.



This policy will outline the requirements of CDMHA and participating adults in this matter.

- (a) Any new applications for coaching, assistant coaching, trainer, manager or Director for the CDMHA will require Police Screening. The first submission of a police screening shall not be dated any earlier than 4 months prior to the application.
- (b) All carded team officials and all executive members of CDMHA shall submit a police screening report to the President, every four years for approval to participate. The President shall submit his/her form to a Vice President of Business, Rep/AE or Local League Operations for approval. With justification, the President can request additional police screening of a participating individual within the four year period.
- (c) CDMHA requires that all On-Ice Volunteers 18 years and older submit a valid police screening report. This request may come at any time for any reason. This request shall be made by one of the CDMHA Executive Members or Directors. Failure to submit a valid police screen will preclude the volunteer from participating in activities until such time that a valid report is submitted.
- (d) The President and a Vice President of Business, Rep/AE or Local League Operations, for the President's screening form, shall review all returned Police Screening forms and using this policy, shall determine an individual's suitability to participate in the organization. All information contained on these forms shall be treated as confidential and shall not be discussed with anyone except the person named on the form.
- (e) Not every criminal offence shall exclude an individual from participating in the organization. Grounds for exclusion from participation as a carded team official or executive member shall be related to convictions for crimes against children or other such convictions as may be deemed inappropriate for participation in a youth oriented association.
- (f) All executive members shall have their Police Screening forms submitted, reviewed and approved by August 31 of the year of their term. Any person not submitting a police check by this time will be issued a notice of suspension and will be suspended from all board and/or team activities until such time that the proper documents are received.
- (g) All carded team officials shall have their screening forms reviewed and approved by November 15th of the hockey season. Any person not submitting a police check by this time will be issued a notice of suspension and will be suspended from all board and/or team activities November 30th of the hockey season until such time that the proper documents are received.
- (h) The President shall keep an annual record of names of persons who have satisfactorily completed the Police Screening process and who are approved for official participation in the Association.
- (i) Any individual who is rejected for participation due to a criminal conviction may make an appeal to the executive as a whole, for re-instatement. This appeal shall be made in writing and shall contain a waiver permitting all executive members to view the Police Screening form and to discuss the convictions described therein. The individual making the appeal must be present during the portion of the executive meeting when the appeal is being discussed. The proceedings for this discussion shall be held in camera and it shall take a 70% majority vote to re-instate the individual.
- (j) It is the responsibility of CDMHA to distribute as necessary, the blank screening request forms along with a signed letter from CDMHA. The OPP requires a signed letter from CDMHA verifying the person is volunteering; otherwise a fee will be imposed. The forms shall be contained in the Coaching Manual and will also be available at player registration.
- (k) In the event that any executive member or carded team official fails to produce a police screening form in a timely fashion, that individual shall be removed from any official capacity with CDMHA until such time as they submit and have their police screening approved.





## **Section 6 – Ice Schedule Position**

The Ice Scheduler is a paid position within our organization and as such he/she will be required to sign a formal Contract with C.D.H.M.A.

The Ice Scheduler's responsibilities are to manage, allocate and maintain up to date records for the ice allocation of the CDMHA.

The Ice Scheduler will report to the Board of Directors of the CDMHA.

Specific duties will include:

- Notifying CDMHA of any upcoming meetings for Haldimand County ice allocations;
- Establishment of the overall ice distribution policy and guidelines for the CDMHA ice allocation in conjunction with and as agreed to by the Board of Directors of the CDMHA;
- Booking all ice time before the start of the season, for the year at the HCCC and other designated arenas. Advising the board and specifically advise the VP of Rep/AE and VP of LL as to the ice time that is available for the forthcoming year.
- Preparing and publishing of the monthly Ice Schedule at least in 2 weeks advance of the first ice time slot for the given month. There are times of the year when this is not possible i.e. at the start of the season and during playoffs. During these times, the scheduler will provide as much notice as possible.
- Preparing and presenting an Ice Scheduling Report to the CDMHA Board on a monthly basis, including a running account of all ice time utilized by Representative, AE and LL teams.
- Preparing the LL regular season & playoff game schedules for assigned division or divisions by Haldimand LL
- Preparing the Rep and AE regular season & playoff game schedules for assigned division or divisions by Southern Counties and OMHA
- Communicating all changes to the Ice Schedule to the impacted parties, with a copy to the CDMHA VP of Rep and VP of Local League and the applicable Convenor(s).
- Communicating any open ice times to interested parties, with a copy to the CDMHA VP of Rep and VP of Local League of and the applicable Convenor(s). Maintaining an up to date version of the online ice schedule at all times.
- Preparing and posting the schedule for Rep and AE tryouts.
- Preparing and distributing invoices for additional ice in a timely manner with a copy to the CDMHA Treasurer.
- Preparing tournament schedules for CDMHA sanctioned tournaments. The CDMHA board may choose to pay an additional fee per each tournament schedule on top of the annual rate – this is to be handled on a case to case basis.
- Training of a replacement Ice Scheduler for a period of 6 months from the end of this contract. The CDMHA board may choose to pay an additional fee for the training period, payable at the end of the 6 month training period – this is to be handled on a case to case basis.
- Complete all OMHA play off contracts.

While executing his/her duties as Ice Scheduler consideration shall be given to the following:

- Holidays, tournaments and other user groups when scheduling.
- Allocating ice time that minimizes conflicts between LL and Rep/AE times during Haldimand LL, OMHA play downs and Southern County play-offs.

Along with the payment made for Ice Scheduling services, there may be the need to cover expenses incurred by the Ice Scheduler while performing their duties on behalf of CDMHA. These expenses may include but are not limited to the following:

- Home/Cell Phone and Data Charges
- Computer Related Expenses
- Internet Services





This matter is to be handled on a case to case basis - these expenses are to be outlined in the contract signed by the Ice Scheduler. Any change to the expenses outlined in the contract, after the contract has been signed, requires board approval before the expenses may be covered.

### **Section 7 - Sponsors**

- (a) Sponsors should not benefit from their sponsorship of any team except through the advertising potential.
- (b) Sponsors who have previously sponsored a team will have the first opportunity to sponsor again the following year.
- (c) Any member who has an outstanding sponsorship fee from a previous season will be considered not "in good standing" with CDMHA and will therefore not be eligible for any role within CDMHA.
- (d) Sponsors will be collected by CDMHA for all Teams, CDMHA Tournaments and other Association related matters.
- (e) Rep/AE teams can collect sponsors directly for their (own) teams. All monies will be directed to the teams, not the association. Sponsors must be from outside the Haldimand Area, any sponsors from within the Haldimand area must be approved by the Board. Teams are allowed to collect sponsors directly to help offset other costs.
- (f) Refer to Section 11 for rules regarding CDMHA approval of sponsors.

### **Section 8 - Team Championships**

- (a) The following list of Championship teams that shall be awarded with a banner by CDMHA.
  - OMHA Champions and Finalists
  - Southern Counties Champions
  - Haldimand County Champions

Please see Appendix 5 for the CDMHA Banner Hanging Protocol.

- (b) CDMHA will provide financial assistance to any Caledonia team that qualifies for the International Silver Stick Tournament. This assistance is to take the form of \$250.00, which is to be used by the qualifying team to offset tournament registration costs.
- (c) CDMHA will cover the coaches and players busing transportation costs per trip up to a maximum of \$25.00 per person for OMHA Finals.
- (d) CDMHA will no longer provide financial assistance to championship teams for the purchase of team jackets.

### **Section 9 – Loss Prevention and Risk Management**

The Caledonia and District Minor Hockey Association is a non-profit organization. It is the duty of the Executive and the Board of Directors of this Association to protect our membership from unnecessary financial risks. This is achieved by using sound accounting practices as monitored by our Treasurer, President, and Vice-President of Business Operations. The duties of the Association's Treasurer with regard to accounting practices and financial auditing are stated in the Association's Constitution under article 15 (Duties of the Treasurer).

It is the intention of this policy to enhance our Associations already prudent accounting practices so there can be accountability and transparency to our membership.

The following policies must be adhered to:

- (a) Full Disclosure Principle: Any information, whether or not strictly financial, that is relevant to the business and may have a future impact, must be disclosed. All transactions must be posted, of course. But even further,



this principle provides for disclosure of contingencies. For example, if your company is being sued, the lawsuit must be analyzed for expected chance of loss. This contingency must be disclosed in a footnote of the financial statements.

- (b) The use of cash for the Associations business should be very limited. It is recognized that fundraising events (such as the hockey shirt dance) and gatekeeping require the handling of cash by our volunteers and employees but these instances are generally on the revenue side and should be under constant scrutiny/supervision. Transactions should not be paid out in cash, as cheques or other traceable methods (ie. money orders, pre-authorized payment plans, etc.) are desirable. Where cash is necessary proper invoices and/or vouchers will be required as supporting documents.
- (c) All members of the executive, the board of directors, and employees (referees excepted) of the association shall have on file a current police check as required by the Policies and Procedures (Section 5). As well as being clear of convictions as stated in the Section 5, all Executive members, Directors and Employees of the Association shall have no previous convictions for offences such as, but not limited to, theft and fraud. Individuals whom are rejected for their position, based on the criteria, may make an appeal as per Section 5 of the policy and procedures.

## **Section 10 - Loss Reporting**

The following policy deals with instances where losses cannot be properly accounted for:

- (a) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances, it must be immediately reported to the President, Vice-President of Business Operations, and the Association Treasurer. The President shall notify the Police that the loss has occurred and the Police will determine if an investigation is required. The President will report this loss to the Board as a whole at the next regular monthly meeting after the report. This loss, if not properly accounted for, shall be reported to the general membership, at the yearly AGM.
- (b) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances, and it is determined through the police investigation to be a loss through theft the Board of Directors shall be notified of the ongoing investigation and any findings. It shall be reported to the general membership at the AGM and the findings of any investigations completed shall also be reported.
- (c) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances and it is determined through the police investigation to be a loss through negligence on the member's part, that member becomes responsible to reimburse the Association the amount lost through the member's negligence. If the member refuses, they are to be treated as a, "Member not in good standing", until such time as the matter is rectified to the satisfaction of the board.
- (d) If it is found through a police investigation that charges are laid against an Executive, Director, Volunteer, Employee, or Member of the Association in relation to the loss of CDMHA property or finances, that member is to be immediately suspended from the member privileges of the Association pending the outcome of the matter. While the matter is before the courts, the accused will not be allowed to conduct business for the Association, attend regular or annual meetings and vote on any matter before the Board and membership.
- (e) If it is found through a police investigation that an Executive, Director, Volunteer, Employee, or Member of the Association is found guilty of an offense in relation to the loss of CDMHA property or finances they will be immediately terminated from membership.
- (f) CDMHA reserves the right to pursue re-imbursement of Association property and or finances through the legal system as a civil matter at any time.

## **Section 11 – Equipment and Information Controls**

- a) The Equipment Convenor will maintain and update an Equipment inventory list of all hockey equipment (e.g. goalie equipment, hockey jerseys, first aid kits, etc), office equipment including (e.g. faxes, microphones, heaters, computers, printers, software, keys, etc.) and any equipment that is leased (e.g. photocopier). The



Inventory List will include all serial numbers, a description/picture of equipment, year equipment was purchased and/or condition of equipment.

- b) All CDMHA equipment including jerseys are the property of CDMHA and may not be changed or altered in any way without prior approval.
  - i) Jerseys are two year jerseys and are to be returned at the end of the first year of use. Name banners on the back of jerseys are permitted as long as they are sewn on (not ironed on) and can be easily removed at the end of the season. Parents and Coaches are required to check with the VP of Rep/AE or Local League if they have any questions about this. Charges may apply if jerseys are not returned in satisfactory condition.
    - i. Sponsor's Name is to Appear on the Top of the Jersey
    - ii. Player's Name is to Appear on the Bottom of the Jersey
    - iii. All uniforms for a single team must be consistent for the entire team (i.e. the entire team has only the Sponsor names on the top).
  - ii) CDMHA board will have final review and approval of all sponsor's names and or logos that will be placed on any Rep, AE and Local League jersey.
- c) The CDMHA Equipment Inventory List will be presented to the CDMHA Board of Directors at the beginning of every season.
- d) All CDMHA equipment loaned out for the season, to an Executive, Director, Volunteer, Employee or Member of the Association will require a CDMHA Equipment/Property Agreement to be signed and where required a deposit made before receiving such equipment. Goalie equipment that is loaned out will require a deposit of \$300.00. The one exception to the requirement of the \$300.00 deposit is for the Initiation/Tyke program.
- e) All CDMHA hockey equipment must be returned to the Equipment Convenor by April 1st.
  - i) Teams will forfeit their team party fee if the equipment issued to the coach is not returned to CDMHA at the end of the year in good condition with normal wear and tear.
  - ii) In the event that goalie equipment is not returned by the specified date, the deposit cheque will be cashed. The renter in question will be invoiced for the replacement cost of the goalie equipment, minus the \$300 deposit. Should the deposit cheque bounce, NSF charges will be added to invoice along with the \$300.00 deposit amount.
  - iii) CDMHA reserves the right to recoup costs for lost/unreturned equipment that is rented or loaned out. Costs are considered to be replacement costs that CDMHA to purchase new equipment.
  - iv) CDMHA reserves the right to take any and all necessary actions it sees fit in the event that monies owed for lost/unreturned equipment is not paid in full in a timely manner, up to and including refusal to register in a following season.
  - v) The Loan Agreement forms will be taken as proof of equipment return.
- f) All CDMHA office equipment must be returned to the Equipment Convenor by April 30th.
- g) All computers/laptops will be setup with login ids and passwords. The Equipment Convenor will maintain a list of all login ids/passwords and the VP of Business Operations will keep a copy.
- h) All computers will be backed up monthly except for the Treasurer and Ice Scheduler's computers and they will be backed up bi-weekly. The backup copies will be stored in the locked cupboard &/or filing cabinet in the CDMHA Office.
- i) Year-End backups (April 30th) will be stored off-site at a location that is selected by the CDMHA Board of Directors.

- j) A hardcopy of all CDMHA Meeting Minutes and Financial Reports will be placed in a binder for that season and stored in the CDMHA Office.

## **Section 12 - Dispute Resolution Policy**

CDMHA has adopted the OMHA Dispute Resolution Process. The step-by-step handbook can be found at [www.OMHA.net](http://www.OMHA.net) under Risk Management – “Risk Management Guide.” Any Level 1 complaint that cannot be resolved by either Step 1 or Step 2 as outlined in the Guide must be submitted to the President of CDMHA on the appropriate form. The form can be found on line at [www.caledoniathunder.net](http://www.caledoniathunder.net). Only complaints that are received in this manner will be dealt with.

### **CDMHA supports the 24 hour rule.**

A common and effective practice in many minor hockey associations is to allow 24 hours after an on ice session before discussing the concerns raised by the Complainant. Emotions are often peaked in the immediate hours following a game or practice, which is not conducive to a rational assessment of the situation. If the Complainant still has an issue or concern that needs to be addressed beyond the 24 hour period, it is strongly encouraged that the Complainant first meets privately with the Respondent in an attempt to resolve the issue. If the Complainant is not satisfied with the outcome of the one-on-one meeting with the Respondent; assistance from the team designate may be necessary. The team designate, acting in the role of mediator, will bring the parties (Complainant and Respondent) together once again to promote dialogue and to facilitate a resolution of the complaint.-

### **Dispute Resolution Committee**

A committee shall be put in place by CDMHA to independently review and evaluate complaints that are brought to its attention. The Committee shall be comprised of three members including the Dispute Resolution Convenor. The Convenor will be selected and approved by the current CDMHA Board on an annual basis. The other members of the committee will be chosen by the current CDMHA executive on a need be basis as situations arise to assist the Convenor.

CDMHA will strive to select members for this Committee deemed capable of managing the complaint with fairness and impartiality as well as limiting any potential conflicts of interest where possible. This committee may consist of members of the Executive/Board and/or other members of CDMHA. The committee will assist the complainant and respondent reach a resolution.

The Dispute Resolution Committee should be responsible for reading and understanding the OMHA and CDMHA complaints process and for the handling of all complaints, regardless of their nature. The President of CDMHA will not be a Member on the Dispute Resolution Committee.

## **Section 13 – Team Party Reimbursement**

CDMHA has a policy by which it reimburses each team (excluding Tyke as they have a yearend event) up to \$270 for a year end team party. Payment will only be made by CDMHA to the team(s) when all equipment has been returned and the appropriate paperwork has been submitted.

- (a) Teams will forfeit up to the full amount of their team party fee if CDMHA issued equipment (to the coach, coaching staff) is not returned to CDMHA at the end of the year in good condition with normal wear and tear. CDMHA may choose to deduct the cost of the missing or damaged equipment from the amount reimbursed or may choose not to reimburse the team whatsoever.
- (b) All tips must be limited to 15-20%. Any amount larger than this will be the responsibility of the team(s).
- (c) All applicable invoices must be provided no later than 30 June of the current season.



## **Section 14 – Team Financial Assistance**

In an effort to ensure that every child and family has access to Caledonia Minor Hockey and that we are fair and balanced in leveraging our local and outside communities with regards to sponsorship funds the following policies are being implemented as part of all team finances. The purpose of the policy is to ensure that the amount of sponsorship received from our local and other sponsors is fair and balanced and being used responsibly to fund development, that a team's main goal is the betterment of the sport of hockey and not focused on fundraising but on team and player development and to ensure that all teams report responsibly their team spending. It is our responsibility as an Association to ensure that all players and families in our community can afford whatever level of hockey they choose to play by keeping both registration and Team fees at an affordable level and that each family equally contributes to the team via affordable fees and fair fundraising and sponsorship expectations. In order to ensure the best possible season for our teams and to balance fundraising, CDMHA has compiled the following guidelines as it pertains to fundraising and team financials. Going forward, all Rep/AE and Local League teams must follow these guidelines with regard to team finances.

a) All teams must provide a budget for the team's season outlining both revenue and expenditures to be approved by the board within 3 weeks of team selection. See Appendix 10 for the format. This spreadsheet will also be sent electronically to the teams once the head coach selection is complete.

b) The team must provide an updated mid-season budget for review and approval by January 30th. This will be reviewed to ensure that the financials are on target.

c) A closing financial statement must be provided to the VP of the respective league once the team's season is complete. This will include all transactions and a zero balance statement from the bank. This must be submitted NLT 30 June. Once reviewed, approval will be provided to close the bank account.

Any funds remaining at the end of the season will become property of CDMHA and used for future development or equipment requirements.

When submitted the proposed budget, the following must be considered/adhered to:

a) The budget must have each player (family) investing no less than \$300 and no more than \$600 in player fees. This will ensure that that Rep/AE hockey is affordable to most and leave it up to a team to fundraise or not. The player fee will not change throughout the year and no repayment will occur throughout the season.

b) What may be covered in the budget will be the following items. These can be covered in the Fees or via additional funds raised through fundraising or sponsorship.

i. Additional ice time outside of what is allotted by CDMHA. Keeping in mind that there is only so much ice time available in Caledonia and you may be required to purchase ice at an outside facility;

ii. Tournaments. We recommend three (3) with at least one (1) being an away tournament. Funds for tournaments will only cover registration fees and will not cover team meals, lodging or entertainment;

iii. Warm up t-shirts and shorts;

iv. Warm up suits only if being worn as the team uniform to travel to and from the games/arenas. Warm up suits are not required if the team is only using them for dryland or pre-game warm-ups;

v. Team jackets includes all players, coaches, trainer and manager;

vi. One team party to a maximum of \$500 on top of what CDMHA reimburses;

vii. On and off training (development) for players and/or goalies including dry land;

viii. A maximum of 2 exhibition games, one of which will be reimbursed by CDMHA (should be a home exhibition game);



- ix. Team supplies such as tape, game sheet labels, game cards;
- x. Any other required items outside of this list must be approved within your budget by CDMHA.

Financial reports must be kept by each team for the entire season and must be shared with CDMHA and the team. The final report will be reviewed and approved by the board prior to accounts being closed. Any funds that are raised either via fundraising or sponsorship which is above your approved budget must be reported to CDMHA. If there is a practical purpose for these funds, they will remain with the team, if not, they will become property of CDMHA for use or dispersal as required for equipment or development. The team manager, head coach or delegate will be responsible for keeping the team finances. The head coach will be ultimately responsible and will be required to support CDMHA in any inquiries into the team's budget or in obtaining the budget or financials at the end of the season.

Local league teams are asked to complete a budget only if they plan to have sponsorship, fundraising or ask their families for additional funds. Local League teams are encouraged to consider a fundraiser or sponsorship for warm-up suits for the players.

If no extra funds are being considered, an e-mail from the coach to the VP of Local League and VP of Business will be considered sufficient notification.

#### Bank Accounts:

CDMHA highly recommends that a team bank account be set up to manage the team finances. No personal accounts will be used. The Bank of Montreal in Caledonia will open a team account with no fees. There should be a minimum of 2 signatures required on each account to complete any withdrawal or other transaction on this account i.e. cheque signatures. These should not be two people who are spouses, family or cohabiting. An information night will be held for all team coaches and managers to review the expectations, budget sheet and ask any questions.

#### Team Financial Assistance:

CDMHA may choose to financially assist the Midget Rep and AE teams by providing funds upfront due to the late tryouts in the fall for these teams. The funds are for tournament entry fees only. CDMHA may choose to make payment for up to three (3) tournaments per team. Payment will be made directly to the tournaments, not the teams. CDMHA will invoice the teams accordingly and the teams must pay back CDMHA NLT 1 November of the current season. CDMHA reserves the right to recoup these costs as the board sees fit from any team who does not make the necessary repayment.





# **Hockey Policies**

## **Section A - OMHA Code of Conduct**

PLEASE NOTE \* The OMHA Code of Conduct is updated on an annual basis. For the most current version of the Code please refer to the current year's OMHA Manual of Operations. The following is the Code of Conduct for the 2016-2017\* hockey season. The current manual can be found on line at **[www.OMHA.net](http://www.OMHA.net)**

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association ("OMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

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

During the course of all OMHA activities and events, members shall avoid behavior which brings the 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 the OMHA 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 the OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior 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 the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

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 respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.

## **Section B - CDMHA Code of Conduct**

CDMHA will strive to provide a safe, healthy and positive environment for our players. The conduct of all members of the organization and their fans goes to the very heart of this mission. As an organization, we will hold our executive members, coaching staff, players, parents and fans accountable for their conduct at all times. Any behavior that brings our organization into disrepute or is outside the OMHA Code of Conduct, the Haldimand County "Public Conduct on County Property" Policy, or is in conflict with the mission and established goals of CDMHA will not be tolerated.

CDMHA Codes of Conducts are to be adhered to at all times by each player, parent and member of a Coaching staff. Acceptance of these (Codes of Conduct) is a condition of registration, acceptance of coaching positions and membership. Failure to follow these Codes of Conduct may result in removal/suspension of CDMHA member privileges. The current versions can be found as appendices to this manual.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "Public Conduct on County Property" Policy. Such action may result in the member losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.





## **Section C – Major Penalties**

All Major penalties including but not limited to game misconducts, gross misconducts and match penalties are subject to the rules and regulations as set out in the Official rules of Hockey as published by Hockey Canada and the manual of operations of both the Ontario Hockey Federation and the OMHA, Southern Counties and Haldimand County House League rules will also apply. CDMHA reserves the right to increase any suspension levied against any member of Caledonia Minor Hockey by the governing bodies, OHF and OMHA. Any supplemental discipline will be based on the recommendation of the CDMHA's discipline committee. Managers and Coaches are reminded that it is their responsibility to report any of the major penalties listed above to their respective convenor and that they are responsible to ensure that all suspensions are served correctly.

## **Section D - Discipline Policy**

At the beginning of each season, a Dispute Resolution Committee will be established. The Committee structure will be in accordance with Section 12 of the Policies & Procedures Manual. All matters of dispute/discipline referred to the Executive relating to the conduct of players, on and off the ice, coaches, parents or fans will be referred to the Dispute Resolution Committee. The committee will determine a course of action based on the specific circumstances. The course of action may include additional suspensions, enforcement of the Haldimand County "Public Conduct on County Property" Policy and or removal/suspension of CDMHA member privileges. All discussions involving the Dispute Resolution Committee and the Minutes of Dispute Resolution Committee meetings will be kept confidential. The Dispute Resolution Committee may also be called upon from time to time to make rulings on issues not covered in the Policy & Procedures Manual or that are subject to interpretation.

At the beginning of each season, a Dispute Resolution Committee will be established. The Committee structure will be in accordance with Section 12 of the Policies & Procedures Manual. All matters of dispute/discipline referred to the Executive relating to the conduct of players, on and off the ice, coaches, parents or fans will be referred to the Dispute Resolution Committee. This committee will review the complaint to determine if it has merit.

If a complaint has merit, an informal meeting shall be scheduled with the Dispute Resolution Committee within 7 days from receipt of the written complaint form. The committee will determine a course of action based on the specific circumstances. The course of action may include additional suspensions, enforcement of the Haldimand County "Public Conduct on County Property" Policy and or removal/suspension of CDMHA member privileges. The Dispute Resolution Committee will then prepare a written report containing its findings and will send copies of the report to the Complainant, Respondent and CDMHA President. The Executive of CDMHA will keep a record of the complaint on file.

The Dispute Resolution Committee may also be called upon from time to time to make rulings on issues not covered in the Policy & Procedures Manual or that are subject to interpretation.

If the Dispute Resolution Committee determines that a complaint has no merit or that an informal meeting is unnecessary, the complaint will be referred back to the Executive indicating that no further action will be taken. The complainant will be advised of this decision and is free to refer their complaint to OMHA if so desired.

## **Section E - Development Policy**

CDMHA is committed to excellence. We believe strongly that a focus on the ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams.

A specific director will be assigned this role. Along with this director a separate sub-committee may be established within the Executive who have been provided with the mandate and the funds necessary to improve our development program. The development needs of the organization will be reviewed by the Development Director/Committee on an annual basis and the development plan will be submitted to the Executive for approval at the beginning of each season.

At the end of each season, the Coaches are encouraged to complete a standard skill ratings form for all players. The current version of the skills rating form can be found in the Appendices to this Manual.



- (a) **Goalie Development Assistance:** A specific part of the Development Plan is to provide goaltender training. The goaltender training program has changed effective the 2014-2015 season. CDMHA will provide \$300 per goalie to assist in covering the cost of third party on-ice goalie training. This program allows each goalie and their parents to select the instruction that best suits their needs. Parents are required to pay for the training up front and submit an official receipt from a recognized Goaltender School/Training Program to CDMHA for reimbursement. All receipts must be dated for the current hockey season i.e. September to April. All receipts must also be accompanied by verification that the lessons have been completed. Please see the website for examples of approved official receipts. Please check with CDMHA prior to attending any sessions to ensure that the school is considered recognized by CDMHA.

In order for a player to qualify for this program they must meet the following conditions:

- i) Be registered on the Official OMHA Team Roster as a goalie.  
OR
- i) Agreed to play the full season as the goalie or split the season as a goalie with one other player on a team where there is no rostered goalie(s) and;
- ii) Have played in at least 5 games as a goalie prior to attending the outside training and;
- iii) Have participated in at least 5 practices as a goalie prior to attending the outside training and;
- iv) Does not place any additional burden on CDMHA minor hockey in terms of supplying goalie equipment over and above what CDMHA would normally supply to each team and;
- v) Subject to Board Approval: Players are required to submit a Goalie Development Assistance Request from when they are not registered as a goalie. Approval must be granted before any monies will be reimbursed.

This program is limited to a maximum of 2 goalies per team, regardless of whether the player(s) are registered as a goalie on the team roster or not.

This support for training is intended for those players who are serious about making a commitment to the goalie position. CDMHA encourages and supports those players who would like to try the goalie position. However, financial support is reserved for those who intending on making a commitment to the position. If players and parents are interesting in trying the goalie position and would like to attend outside training on their own in an effort to determine if the child is serious about playing the position, CDMHA can provide the names of potential options for goalie training.

#### **Section F - Representative and A/E Evaluation Process**

- (a) The selected coach will arrange for assistants to help them with the evaluations. The assistants will not have children who are trying out at that division unless they have been disclosed at the coaching interview and approved for participation prior to the evaluations. The coach and approved assistants where applicable will evaluate the players and will be responsible for selecting the team.
- (b) Any player may tryout for any Rep team in their age or above. In cases where a player requests to tryout for the age level above, a letter shall be directed to the V.P of Rep/AE Operations.
- (c) The minimum standards for evaluations will be:
  - 2 hours evaluation at Rep for each player
  - 2 hours evaluation at AE for each player
  - at least one inter-squad scrimmage between 3rd and 4th on ice session, with minimum of 24 skaters and 4 goalies (where numbers allow)
- (d) Players released from the Rep tryouts may then, and only then try out for the AE team. Players released from the AE tryouts or players not wishing to try out for AE shall then return to their own age level grouping in Local League.
- (e) Along with the coach, there will be one member of the Coach Selection Committee or a Board Member present at all releases. Parent attendance at releases is optional at all divisions.



- (f) The Rep / AE team coaches shall submit their roster names to the VP of Rep/AE Operations and Convenor within 48 hours of the final respective player evaluation session. The Executive Board reserves the right to stipulate the number of players a Rep or AE team may carry. CDMH is stipulating that all Representative and Additional Entry teams will take 2 goaltenders when at least 2 goaltenders sign up for Rep/AE team evaluations. Once the roster is submitted, any further movement is on a player per player basis. Player movement after the Local League draft shall follow the Player Reassignment Policy.
- (g) Once the team is selected, Head Coaches will meet with the VP of Rep. At that meeting the Coach will be provided with a copy of the current Policy & Procedures Manual and will be asked to confirm who they propose for the rest of their coaching staff. The Board of Directors reserves the right to request alternate coaching staff choices.
- (h) Applicable Rep. / AE fees, payable to CDMHA are due no later than October 15<sup>th</sup>.
- (i) No player movement is allowed after the 1st Friday of December.
- (j) Rules and Regulations regarding roster and AP roster deadlines are covered in the OMHA Manual of Operations. Please refer to the Manual for current deadlines for approval of team rosters.

### **Section G - Local League Drafts**

**Purpose:** To ensure equality of Local League teams.

The following is the procedure to be followed for Local League drafts:

- (a) A trainer and a head coach for each Local League team will be selected by the Local League Convenor and the VP. Only the head coach and trainer's immediate children can be reserved during the draft. Any other "special requests" for a player affiliation must be submitted in writing to VP of House League Operations and must be approved by VP of Local League Operations prior to the draft. Special requests are limited to one (1) per team.
- (b) A list of all players eligible for each division draft will be furnished to each division's Local League Coaches by the Convenor prior to rating of players.
- (c) Scheduled ice time for player ratings will be furnished to each division's Local League coaches by the Convenor as soon as the dates are available.
- (d) The Convenor will assign a list of players to each coaching staff to contact to advise of the scheduled ice time for player evaluation.
- (e) Players shall be evaluated to assess basic player's skills and player's games skills.
- (f) Players shall be evaluated using the Registration number as their identifier. Player's names will not be used during the rating process. Each player shall be rated once only in each skill in each session. The player's final ratings will be the sum total of all his/her individual skills ratings.
- (g) Prior to the player ratings, the Convenor will convene a meeting of all division's coaching staff to explain the draft procedure and to explain the rating system. Rating forms and rating system will be as prescribed by VP of Local League Operations. All coaches must be informed of the importance of rating fairly and equitably to ensure proper rating of each player. This is the only method of ensuring equitable and competitive Local League teams. The Convenor shall ensure that on-ice practice is designed to properly assess the player's skills.
- (h) Upon arrival on evaluation day, all players must check in at the registration desk. At the desk, all players shall be assigned a pinney or jersey with a unique colour to assist the evaluators and to help identify ratings for the convenor.



- (i) As the players report to the registration desk, their pinney/roster registration number shall be recorded on a rating form, which will be handed to the coaches for the player rating procedure.
- (j) One coach per team shall evaluate players. It is recommended that these coaches not be on the ice, but in a position to best observe the players, such as in the player benches. It is advantageous for these coaches to sit together so that they may discuss players as they are observed in order to get consistent player ratings. The on-ice drills and skills shall be run by the remainder of the Local League coaching staff and where desirable, assisted by that division's Rep coach(es).
- (k) All rating sheets will be submitted to the Convenor following each on-ice session.
- (l) Following completion of all players' ratings, the Convenor will sum the player's individual skills rating and derive a total average score for each player. Players that were unable to attend the evaluations shall have their ratings for each skill estimated by the Convenor and Coaches who are aware of that player's development. The Convenor will rearrange the player's list in order of skills rating. This list will itemize the player's pinney/roster number; the player's overall rating number and the player's name. The convenor will review the ratings of all players to ensure proper rating prior to assigning players to teams.
- (m) Once all players are rated, the Convenor will, as soon as possible, schedule a draft meeting which must be attended by the coaching staff of all teams.
- (n) A lottery will determine the order in which coaches select their players. The order in which players are selected will be highest lottery team to lowest lottery team in the first round. In the next round the order is reversed from lowest team to highest. This will alternate for each subsequent round. Goaltenders are drafted separately with the lowest team in the initial lottery drafting first, sequentially until the highest lottery team drafts their goalie last.
- (o) Protected player's (Coach and Trainer's immediate children) are considered to be a coach's first pick in the round which their child is ranked by ability. Example: If using a 1 to 4 (4 being highest) scale the coach's or trainer's child is rated on the average to be a 3, the coach must take the protected player as their first pick at that skill level. Protected goaltenders will be placed on their immediate guardian's team.
- (p) The Convenor will require the coaching staff of each team to declare in confidence any personal conflicts with players assigned to their teams. If a coach notifies that he has such a conflict, the Convenor must establish if it is a valid concern. If the concern is valid, then the Convenor will make a player move by trading players of equal rating.
- (q) Any time before the 5th scheduled game, the Convenor, with approval of VP of Local League Operations and President may initiate, or a coach may request VP of Local League Operations to authorize the Convenor to review the need for, and if approved, conduct team equalization. Any player move conducted during team equalization must follow the League's player movement policy. All players must be on their final roster prior to the 5th scheduled game.

## **Section H – Exhibition Games**

CDMHA will pay the full cost of ice, referees and timekeepers to a maximum of two home exhibition games per season. All home exhibition games must be completed no later than 31 Dec of the current year.

## **Section I – Player Reassignment Policy \***

Any request to have a player reassigned to another team for any reason will be handled as follows:

- (a) It must be before the deadline date of the 1<sup>st</sup> Friday in December.
- (b) The request must be put in writing and given to the coach of the rostered team.
- (c) The coach of the player requesting the reassignment must then give the written request to the AE/Rep convenor and VP of Rep/AE Hockey and VP of Local League if applicable.

- (d) A Rep or AE player being reassigned to the Local League may be moved up to the division above where that player was playing Rep or AE. For instance, if a player was playing Peewee Rep, and wants to be reassigned to the Local League, that player may be reassigned to a Bantam Local League team. This will be determined by the VP of Rep/AE and the VP of Local League. Any special requests must be reviewed and approved by the Board.
- (e) If a Rep/AE player needs to be re-assigned for any reason, a meeting will be called between the affected convenors (eg: Rep or AE and Local), the affected coaches and the VP of the divisions (Local and Rep). A decision will be made which may involve the effected player being moved to either AE (for Rep) or Local. Conversely, if a player is selected to play at the next higher level, a similar procedure will be followed. The final decision on player movement will be reported to the Board at the next regular board meeting.
- (f) Any player may try out for a representative team for a division higher than the division the player is registered in. As long as OMHA rules permit, the player shall be permitted to play for this OMHA team if they make the team. If they do not make the team, the player shall be returned to the division in which they are registered in, according to their age.
- (g) As a general rule, Local League players shall not be permitted to be signed full time to the roster on a team in the next highest Local League division. The Executive CDHMA may make an exception to this if a written request is forwarded to the Association prior to the Local League evaluations. Such a request will only be considered if the player has played at least one year in their age appropriate division. The following process will be used when such a request is received by the Association:
- i) The player in question will attend the evaluations in the division they are registered in. If an evaluation session is not available, the best effort will be made to evaluate the player from prior experience. The evaluators will not be made aware that a request for movement has been made. Once all evaluations are complete, a calculation will be done to identify if the player in question ranks above the 5<sup>th</sup> percentile of all players (top 5%) evaluated in that division. If not, the movement will be denied. If so, further consideration will be given to moving the player up to the higher division.
  - ii) The player will also be given the opportunity to attend the evaluations in the next highest division. Once all evaluations are complete, a calculation will be done to identify if the player in question ranks above the 25<sup>th</sup> percentile of all players (top 25%) evaluated in that division. If not, the movement will be denied. If so, further consideration will be given to moving that player up to the higher division.
  - iii) If further consideration is warranted based on the criteria, The VP of Local League Operations shall present a written report to the Executive at a meeting of the whole. The report shall include the findings as noted in points i) and ii) above as well as any other pertinent details – eg: the impact on the numbers in each division, the maturity level of player obtained through discussions with parents, former coaches, as well as any safety considerations, etc.
  - iv) The Executive shall consider the report and the recommendation of the V.P of Local League Operations in making its decision. It shall take a 70% majority vote of the Executive to enable a player to move up to the next highest Local League division. The decision in these matters shall not prohibit a player from affiliating with a house league team in a higher division. The decision of the Board in these matters is final.
  - v) Sample calculation:
    - Player is registered in Novice
    - 75 Novice players are evaluated
    - Player must rank in the top 5% of all players evaluated
    - When sorted by highest ranked players to lowest, the player would need to be ranked 4<sup>th</sup> or higher (5% of 75 = 4)
    - eg: Player ranks 5<sup>th</sup> or lower – movement is denied
    - eg: Player ranks 3<sup>rd</sup> or higher - proceed to next calculation



- 98 Atom players are evaluated
- Player must rank in the top 25% of all players evaluated
- When sorted by highest ranked players to lowest, the player would need to be ranked 25th or higher (25% of 98 = 25)
- Player ranks 27<sup>th</sup> or lower, movement denied
- Player ranks 24<sup>th</sup> or higher, proceed to further Board review

h) The above sub-section g will apply to all players from Minor-Novice wishing to try-out for Novice.

i) The above does not apply to movement between Jr. and Sr. Tyke divisions – this will be done based on agreement between the coach, convenor and parents as well as the OMHA Tyke and Initiation Policy.

### **Section J - Affiliate Player Policy**

In addition to the Affiliated Player Policy as outlined in this section, the rules as set out from time to time by the OMHA and the Haldimand County Local League pertaining to Affiliated Players will be adhered to.

It is the philosophy of the CDMHA that the Affiliated Player (AP) system is an essential component of our program especially at higher age levels. Any opportunity for additional development of our players is welcome.

- (a) A team may sign up to 19 players on their AP list. Players at the Rep level may affiliate with Rep teams at their next level or above. Players at the AE level may affiliate with Rep or AE teams at their level or above. Local League players may affiliate with house league teams in a higher age level or for their division's Rep or AE team.

E.g. #1 - An Atom house/local league player may affiliate with Atom AE, Atom Rep, or any Pee wee team

E.g. #2 - An Atom AE player may affiliate with Atom Rep, Pee wee AE or Pee wee Rep

E.g. #3 - An Atom Rep player may affiliate with the Pee wee Rep team only

- (b) Coaches must identify each AP player on an approved OMHA form as provided by the Rep Convenor, VP Rep or VP House, as applicable.
- (c) AP's may only be used in a practice or game to cover the absence of a player due to illness, injury, vacation or suspension. Any special requests must be reviewed and approved by the Board. Note: under Haldimand League Local League Rules, teams in Novice and Atom divisions may only affiliate players up to a maximum of 12 skaters. For PeeWee through Midget, teams may affiliate up to a maximum of 15 skaters.
- (d) An AP may not be used if there is a conflict in schedule with the player's regular carded team.
- (e) No player can be signed to more than one (1) AP list. No player can be added as an AP to play in games until they are on an approved roster.
- (f) The Rep/AE Convenor, VP Rep or VP Local League as applicable must be notified in advance of the use of AP players. Any special requests must be reviewed and approved by the Board.
- (g) Coaches are responsible to obtain permission from parents and the carded team coach for the player to be signed as an AP.

### **Section J.1 – Affiliate Player Responsibilities**

- (a) The AP must attend all games and practices with his carded team in order to play for an Affiliated team and must remain loyal to his OMHA carded team.
- (b) The AP understands that playing as an AP for any team is a PRIVILEGE, not a right, and this privilege may be revoked at any time by the AP's carded coach, Affiliate coach, CDMHA Convenor, V.P Rep., VP House, the CDMHA or the OMHA.

- (c) The AP understands that while playing for an Affiliate team that he must still uphold the CDMHA Player Code of Conduct.

### **Section J.2 - Affiliate Coach Responsibilities**

- (a) The Affiliated coach must contact the coach of the player he wishes to call up, and get the coaches permission to call up any player BEFORE he calls the affiliated player.
- (b) If the carded coach grants permission for the carded player to play for the affiliate team, the affiliate coach will then contact the affiliated player (or parent), division convenor and or applicable VP by phone or email.
- (c) This must be done 48 hours before the intended date of play for the affiliate team.
- (d) If there are extenuating circumstances as to why the appropriate 48 hour notice can not be upheld, the affiliated coach will call the carded coach and the applicable VP of to let them know the circumstances as to why the time limit could not be upheld and request to use an AP.
- (e) The decision will be made by the applicable VP whether to grant permission to play without appropriate notice.
- (f) When requesting to use an AP, the affiliated coach must take responsibility to ask the carded coach if the AP is currently under suspension, or currently being disciplined by the carded coach, CDMHA or the OMHA.
- (g) The Affiliate coach will only call up players during regular season and playoffs, if he has a player who is injured, ill, on vacation or suspended. Any special requests must be reviewed by the Board. Note: under Haldimand League Local League Rules, teams in Novice and Atom divisions may only affiliate players up to a maximum of 12 skaters. For PeeWee through Midget, teams may affiliate up to a maximum of 15 skaters.
- (h) The Affiliated coach agrees not to call up AP's to "rest" his own players at any time throughout the season or playoffs.
- (i) Affiliated coach understands that the AP policy is a PRIVILEGE, not a right and it may be revoked at any time by the carded coach, convenor, applicable VP or CDMHA
- (j) It is the responsibility of the Affiliate coach to have the AP (or parent of AP) he wishes to play for his team, sign the AP form when he signs his AP roster sheet.

### **Section J.3 – Carded Coach Responsibilities**

- (a) When the Affiliate coach requests the Carded Coach's permission to have the AP play for the affiliate team, the carded coach will communicate with the Affiliate coach in a timely manner.
- (b) When the Affiliate player is requested to play for his Affiliate team by the Affiliate coach, it is the responsibility of the Carded Coach to let the Affiliated coach know if the AP is currently under suspension or being disciplined by the carded coach, Convenor, applicable VP, CDMHA or the OMHA.

### **Section K – Select Teams**

Requests for the formation of Select Teams will be reviewed on a case by case basis and must be in accordance with the OMHA roster guidelines for Select Teams. CDMHA reserves the right to deny any request without prejudice. No consideration for approval will be given if the application does not come before the Board before December 1<sup>st</sup> of the given season. It should be understood that CDMHA does not financially support Select Teams. Select Teams are invited to book their ice through the CDMHA Ice Scheduler but all ice will be awarded to our Rep/AE and Local League programs before any consideration is given to Select Teams. The Select Team ice time shall not come from the CDMHA ice allotment and must be prepaid.





## **Section L – Injuries and Co-coordinating return to Play**

Injuries will occur during the course of the season and especially in divisions where body contact is part of the game. The team trainer will take the lead when a decision needs to be made about removing a player from action or returning to play. It is recommended that players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, should obtain a note from a physician before they are allowed to return to play. After an extended layoff, player should be encouraged to practice before they play in a game.

## **Section M - Tournament Guidelines**

- (a) It is recommended that all coaches take their team to at least one but no more than three out of town tournaments during the course of the hockey season. No Travel team shall enter a tournament after January 1<sup>st</sup> through the completion of their OMHA play-offs. Exceptions may be granted by the applicable VP if it is deemed appropriate and does not present a scheduling burden.
- (b) Coaches cannot demand that their players attend any tournament. Tournaments are an option, which are presented to the players and parents and are not a compulsory activity. It only becomes a compulsory activity once the parent and player have paid for their share of the tournament, and stated to the coach that they intend to be present at all tournament games.
- (c) If a player or parent makes a decision not to attend any tournament, nobody can place any disciplinary action on the player or the parent.
- (d) Coaches will have a parent meeting very early in the season to decide how many and which tournaments they will enter. Coaches should register in the chosen tournaments early - this will avoid disappointment and scheduling conflicts.
- (e) All coaches must obtain permission from the applicable VP and advise their applicable convenor, including any required documentation with the tournament application as per OMHA guidelines. The applicable VP will take into account the conduct of players, coaches, parents and fans ant prior tournaments before granting permission.
- (f) Please read carefully the OMHA tournament regulations in the OMHA Manual of Operations.
- (g) All coaches will notify their respective convenors and the Ice Scheduler once accepted in a tournament.

## **Section N – Practice Ice Allocation and Use**

CDMHA is bound by the allocation rules set by the owner of our recreational facility, Haldimand County. The County's allocation rules make the scheduling of ice time a challenge every season and therefore all ice time must be utilized effectively and not allowed to sit vacant. It is the discretion of the CDMHA Board of Directors to pursue the recovery of ice costs from teams that allow their scheduled ice to deliberately not be utilized. It is the duty of the head coach to notify the ice scheduler and their applicable VP of Hockey Operations at least 72 hours before a scheduled practice that they will not be able to use that ice time. The cancellation of a practice does not entitle the team to additional practice times to compensate for the practice they have cancelled. The team is considered to have forfeited that ice time. If the cancellation policy is not adhered to then the ice scheduler shall notify the President for investigation of the circumstances. If a team refuses to pay for ice costs as set out in this policy they will be suspended from using any practice ice until the ice costs are recovered. In addition all ice purchased by the team while they are suspended from CDMHA practice ice will be charged at the full Haldimand County rate, not at CDMHA's subsidized youth group ice user rate.



### **Section O – Uniform Policy – Rep/AE Teams**

- (a) All skaters playing on Rep/AE teams must wear predominantly black gloves, helmets and pants by the start of the 2014-2015 season.
- (b) All goalies playing on Rep/AE teams must wear black pants by the start of the 2014-2015 season.
  - i. There is a general agreement by the board that CDMHA goalies (playing Rep/AE) use Caledonia Thunder colours for their pads, gloves, blockers and helmets as much as possible.
- (c) If there are any questions about whether or not a piece of equipment is acceptable, the equipment must be presented to the board prior to its use. A photo or image may be sent to the board for review or the actual piece of equipment. The equipment requires board approval prior to being used for game play.
- (d) CDMHA reserves the right to take the necessary actions to ensure that this policy is adhered to by its players and goalies.

### **Section P – Initiation/Tyke Program**

Starting in the 2014-2015 season, the Tyke program will undergo structural changes in an effort to better develop our players, provide a program that better suits the needs of our players and most of all make the experience more positive and enjoyable for all our Tyke players. The intent is to provide a better experience to our players while they learn the basic skills and grow a fundamental foundation for years to come. Based on the changes for the 2014-2015, the CDMHA Board of Directors determined the need for a document to detail the Tyke Program was necessary. Please refer to the Initiation/Tyke Program document for full details on the program.

### **Section Q – Team Officials and Volunteer Requirements**

- (a) All team officials must meet the mandatory minimum requirements for age and certifications as outlined by the OMHA in their Manual of Operations. In order for anyone to be rostered, they must ensure that they meet the minimum requirements for the level at which they are coaching at. Without the proper certification one will not be rostered or allowed to participate in team activities – on or off the ice.
- (b) On-Ice Volunteers are required to complete (or provide the information to CDMHA to complete on their behalf) the OMHA's On-Ice Volunteer Insurance Form.
- (c) All team officials and on-ice volunteers are required to follow the OMHA's equipment requirements during on-ice activities as outlined by the OMHA in their Manual of Operations. This includes meeting the minimum age and age differences for younger players as well as the use of full equipment for the required ages. Failure to do so will result in the removal of the individual(s) in question from the ice surface and immediate area.
- (d) All team officials and on-ice volunteers are required to complete the necessary Respect in Sport - Activity Leader Program. *Effective the 2014-2015 season, all On-Ice Officials and On-Ice volunteers will also require this certification.*
- (e) All team officials and on-ice volunteers are required to submit a valid police screening report as outlined above.
- (f) CDMHA reserves the right to request to have Off-Ice Volunteers submit a valid police screening report as outlined above. This request may come at any time for any reason. This request shall be made by one of the CDMHA Executive Members or Directors. Failure to submit a valid police screen will preclude the volunteer from participating in activities until such time that a valid report is submitted.



## **Appendix 1 – Player Code of Conduct**

### **Player Code of Conduct**

As a player registered with the CDMHA, I understand that I am representing my family, my team, my association and my community. I will therefore conduct myself at all times, both on and off the ice in a respectful and sportsmanship manner.

While playing / practicing hockey or attending any hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County's "Public Conduct on County Property" Policy and any other league or association rules as applicable.

I will treat executive members, my coaches, my fellow players, my opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official. I will not at any time enter the ice surface or attend a hockey related function while under the influence of alcohol or any illegal substance. I will respect the H.C.C.C. property and any other arena facility at all times.

I understand that failure to comply with this Player Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "Public Conduct on County Property" Policy. Such action may result in my losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.



## **Appendix 2 – Parent Code of Conduct**

### **Parent / Guardian Code of Conduct**

As the parent(s) or guardian(s) of a player(s) registered with the CDMHA, I understand that I am representing my child's team, our association and my community. I will therefore conduct myself at all times, while at the H.C.C.C. or any other hockey facility in a respectful and sportsmanship manner.

While attending a hockey game, practice or any other hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County's "Public Conduct on County Property" Policy and any other league or association rules as applicable.

I will treat executive members, coaches, my child's team mates, their opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official. I will endeavor to engage in only respectful and positive cheering for my child's own team and will refrain from loud cheering when our team is significantly ahead. I will allow the coaching staff to do their job and refrain from coaching from the stands. If I have an issue, I will follow the steps outlined in the CDMHA Dispute Resolution Policy.

I will read and understand the OMHA guidelines relating to the abusive use of alcohol while involved in a hockey related activity. I will respect the H.C.C.C. property and any other arena facility at all times.

I will read, understand and follow the guidelines as outlined in the CDMHA Constitution and Policy and Procedures Manual;

I understand it is my responsible to read, understand and follow the guidelines as outlined in the OMHA Manual of Operations should I have any questions or concerns about rules and regulations that govern Minor Hockey;

I understand that failure to comply with this Parent / Guardian Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "Public Conduct on County Property" Policy. Such action may result in my losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.



## **Appendix 3 – Coach Code of Conduct**

### **Coaching Staff Code of Conduct**

As a coach or other team official within the CDMHA, I understand that I am representing my team, our association and my community. I will therefore conduct myself at all times, while at the H.C.C.C. or any other hockey facility in a respectful and sportsmanship manner.

While present at a hockey game, practice or any other hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County's "Public Conduct on County Property" Policy and any other league or association rules as applicable. I will respect the H.C.C.C. property and any other arena facility at all times.

I will treat executive members, my players, our opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official.

I will also adhere to the following:

- a) I will read, understand and follow the guidelines as outlined in the CDMHA Constitution and Policy and Procedures Manual;
- b) I will read, understand and follow the guidelines as outlined in the OMHA Manual of Operations;
- c) I will read, understand and follow the guidelines as outlined in the "Public Conduct on County Property" Policy;
- d) I will attend all Coach's meetings as required;
- e) I will ensure equal ice time for my players in Local League;
- f) I will never be alone with my players;
- g) I will return all equipment and supplies provided to me by CDMHA at the end of the season;
- h) I will be responsible for the well being of all players while they are in my care;
- i) I will request the assistance of the applicable Executive member for any issues I cannot handle;
- j) I will never be under the influence of alcohol or any illegal substance while players are in my care;
- k) I will report any injuries and all major penalties immediately to the applicable VP;
- l) I will communicate with my player's / parents on a regular basis and I will ensure a full accounting of team funds is provided with a zero balance at season end.

I understand that failure to comply with this Coaching Staff Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "Public Conduct on County Property" Policy. Such action may result in my losing my coaching privileges and/ or the opportunity to participate in CDMHA activities and events, both present and future.

## Appendix 4 – Year-End Skill Rating Forms

### CDMHA Skill Rating Form - Goalie

**Player Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed and returned to your Division Convenor at end of season**

<b><u>Skills</u></b>	<b><u>Circle the applicable rating:</u></b>			
Angles	1	2	3	4
Glove Saves	1	2	3	4
Stick Saves	1	2	3	4
Freezing Puck	1	2	3	4
Game Sense	1	2	3	4
Teamwork	1	2	3	4
Willingness to Learn	1	2	3	4
Overall Rating	1	2	3	4

**Coach's Comments:**


Coach's Signature: \_\_\_\_\_

**Legend**

1	Improvement Needed
2	Developing
3	Good
4	Excellent

## CDMHA Skill Rating Form - Skater

**Player Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed and returned to your Division Convenor at end of season**

<b>Skills</b>	<b>Circle the applicable rating:</b>			
Skating	1	2	3	4
Passing	1	2	3	4
Stick Handling	1	2	3	4
Shooting	1	2	3	4
Game Sense	1	2	3	4
Teamwork	1	2	3	4
Willingness to Learn	1	2	3	4
Overall Rating	1	2	3	4

**Coach's Comments:**


Coach's Signature: \_\_\_\_\_

**Legend**

1	Improvement Needed
2	Developing
3	Good
4	Excellent





## **Appendix 5 – CDMHA Banner Hanging Protocol**

### **Clark Pad:**

OMHA Finalist – 5 Years  
OMHA Champions – Permanent  
Silver Stick Regional Champions – 5 Years  
Silver Stick International Champions – Permanent

### **Almas Pad:**

Haldimand Local League Champions – 5 Years  
Southern County Champions – 5 Years



## **Appendix 6 – CDMHA Goalie Equipment Loan Agreement**

### **CDMHA Goalie Equipment Loan Agreement**

It is understood that the below listed goalie equipment is the property of the CDMHA.

It is understood that it is the responsibility of the person signing out this goalie equipment to return all CDMHA goalie equipment to the Equipment Manager by whichever is the earliest date of April 1 of the current hockey season, or upon leaving CDMHA membership. If the CDMHA property is not returned to the CDMHA, the person signing for this equipment will be held financially responsible to replace the said CDMHA property.

During the regular season, CDMHA requires a deposit cheque of \$300.00, post-dated for April 1 of the current hockey season, from all individuals borrowing CDMHA goalie equipment.  
(Note: For summer hockey usage, CDMHA requires a deposit cheque of \$300.00, post-dated for September 1 of the current year, from all individuals borrowing CDMHA goalie equipment.)

Should the equipment not be returned by the specified date, the deposit cheque will be cashed. You will be invoiced for the replacement cost of the goalie equipment, minus the \$300 deposit. Should the deposit cheque bounce, NSF charges will be added to invoice along with the \$300.00 deposit amount.

In the event of misuse of equipment, CDMHA reserves the right to recover equipment from the renter at any time.

<b>EQUIPMENT</b>	<b>DESCRIPTION OF EQUIPMENT</b>	<b>CONDITION OF EQUIPMENT</b>	<b>DATE SIGNED OUT</b>
Pads:			
Glove:			
Blocker:			
Chest Protector:			
Throat Protector:			
Neck Guard:			
Bag:			
Stick:			
Other:			

CDMHA assumes no liability or risk associated with injuries sustained resulting from use of this equipment. Parents rent equipment at their own risk.

I, \_\_\_\_\_, understand and agree to adhere to the rules and regulations established by CDMHA. I further agree with the list of gear and its condition recorded in this agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDMHA Equipment Manager

\_\_\_\_\_  
Date

Returned in Full

\_\_\_\_\_  
CDMHA Equipment Manager

\_\_\_\_\_  
Date



## **Appendix 7 – CDMHA Equipment Loan Agreement**

### **CDMHA Equipment Loan Agreement**

It is understood that the below listed equipment is the property of the CDMHA.

It is understood that it is the responsibility of the person signing out this equipment to return all CDMHA equipment to the Equipment Manager by whichever is the earliest date of April 1 of the current hockey season, or upon leaving CDMHA membership, or upon the date specified below. If the CDMHA property is not returned to the CDMHA, the person signing for this equipment will be held financially responsible to replace the said CDMHA property.

In the event of misuse of equipment, CDMHA reserves the right to recover equipment from the loanee at any time.

<b>EQUIPMENT</b>	<b>DESCRIPTION OF EQUIPMENT</b>	<b>CONDITION OF EQUIPMENT</b>	<b>DATE SIGNED OUT</b>
Pucks:			
First Aid Kit:			
Pylons:			
White Board:			
Water Bottle Holder:			
Jerseys:			
Pail/Puck Carrier:			
Other:			

Scheduled Return Date (other than as specified above): \_\_\_\_\_

CDMHA assumes no liability or risk associated with injuries sustained resulting from use of this equipment. Loanee and all users, use the equipment at their own risk.

I, \_\_\_\_\_, understand and agree to adhere to the rules and regulations established by CDMHA. I further agree with the list of gear and its condition recorded in this agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDMHA Equipment Manager

\_\_\_\_\_  
Date

Returned in Full

\_\_\_\_\_  
CDMHA Equipment Manager

\_\_\_\_\_  
Date



## **Appendix 8 – CDMHA Goalie Develop Assistance Request Form**

Any player that would like to request participation in the CDMHA Goalie Development Assistance Program and is not registered as a goalie on the official PMHA team roster, is required to complete and submit this form. Please refer to Section E part a) for details on requirement that have to be met in order to qualify for assistance.

Date: \_\_\_\_\_

Player Name: \_\_\_\_\_

Division: \_\_\_\_\_

Coach Name: \_\_\_\_\_

Team: \_\_\_\_\_

**Goalies must participate as a goalie in the current season during practices prior to requesting on ice training. Please provide dates**

Practice #1 \_\_\_\_\_

Practice #2 \_\_\_\_\_

Practice #3 \_\_\_\_\_

Practice #4 \_\_\_\_\_

Practice #5 \_\_\_\_\_

**Goalies must play 5 games (in the current season) prior to requesting on ice training. Please provide dates**

Game #1 \_\_\_\_\_

Game #2 \_\_\_\_\_

Game #3 \_\_\_\_\_

Game #4 \_\_\_\_\_

Game #5 \_\_\_\_\_

**By signing this request I have confirmed the above mentioned player has completed the required steps to proceed with the goalie development program**

Coach \_\_\_\_\_

**Please present to the Equipment Manager and or the Director Responsible for Development**

## Appendix 9 – CDMHA Complaint Form

### CDMHA Complaint Form

**Please note the following:**

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
  - Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity.
  - The C.D.M.H.A. cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint. By completing the form, you agree that the C.D.M.H.A. may share some or all of this information in the process of resolving the complaint.
  - Complaints will be addressed in accordance with the Code of Conduct Policies and Procedures.
  - Fax or email completed form to **905-765-1333** or [President@caledoniathunder.ca](mailto:President@caledoniathunder.ca)
- 

**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 in case of a minor)

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	
First Name		Last Name	
Title/Role		Name of Association	

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

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

1. Harassment

Type of behavior:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
----------------------------------	-----------------------------------	-----------------------------------

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

2. Abuse

Type of behavior:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
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Please note: If this matter has been reported to the Police or Child Protection Authorities, the C.D.M.H.A. may through its fact finding process determine that a suspension of the alleged offender is warranted, until such time as the Police and/or Authorities have concluded their investigation, after which a final determination will be made.

3. Bullying

Type of behavior:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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4. Misconduct

<input type="checkbox"/> Issue	<input type="checkbox"/> Concern	<input type="checkbox"/> Dispute
--------------------------------	----------------------------------	----------------------------------

6. **Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved (Name and title/role)?
4. What happened?
5. How were you treated differently from others (if at all)?
6. How do the incident(s) relate to the ground(s) you selected?

---

Day/Month/Year

Signature of Complainant