



Cochrane Minor Hockey Association (CMHA)

Policy Title: Respect Matters Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 STATEMENT OF PRINCIPLES

- 1.1 Membership and participation in Cochrane Minor Hockey Association (CMHA) is a privilege, not a right.
 - 1.2 CMHA is firmly committed to creating and fostering a positive minor hockey environment for all of its members.
 - 1.3 CMHA is committed to being a progressive minor hockey association, leading the way in its efforts to enhance the minor hockey experience for all of its members.
 - 1.4 Every member of CMHA is responsible for creating and maintaining a respectful minor hockey environment. It is expected that all members respect the game of hockey and behave in an acceptable manner.
 - 1.5 CMHA expects its members to engage with others in an appropriate manner. Interactions should be respectful and absent of intimidation, sarcasm, harassment, or discrimination.
 - 1.6 Where a member has violated this policy, appropriate action will be taken which could include education, training and/or disciplinary action up to and including expulsion from CMHA.
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2.0 DEFINITIONS

CMHA:

Cochrane Minor Hockey Association.

CMHA Discipline Committee:

Committee that is chaired by the current elected.

CMHA Member:

As defined in Section 2 of the CMHA Bylaws.

Complainant:

Person(s) making a formal complaint to CMHA about a breach of this policy.

Position of Trust & Authority:

A member of CMHA that occupies one or more of these positions:



- Executive Committee Member
- Board of Directors Member
- Operations Committee Member
- Administrative Staff
- Head Coach
- Assistant Coach
- Team Manager

Respect Concern: An incident or allegation of incident constituting a breach of Section 6 of this policy that is appropriately reported to CMHA.

Subject(s): Person(s) who are the subject of any review or investigation by the CMHA Discipline Committee as to their role in a breach of any section of this policy.

Witness(es): Any person(s) who is not directly involved in an alleged incident however may have had occasion to witness and provide material facts to the CMHA Discipline Committee.

Timeline: Concerns need to be brought forward in a timely fashion. If concerns are brought to the attention of the committee after the conclusion of the hockey season, they may not be actioned but may still be investigated.

Unacceptable Behavior: An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (coach, player, official or spectator). When there is a situation of "unacceptable behavior", the responsibilities of CMHA coaches, players, officials, spectators, and administrators are outlined below. The focus is on achieving the Game and Conduct Management Plan objectives. Confrontation should be avoided. Practice the "24 Hour" rule and then report the incident, as it is an important step in attaining the program's objectives.

3.0 PURPOSE

3.1 CMHA recognizes that minor hockey is a unique and special environment where the thrill of youth competing in sport is always present. This environment, however, has the potential to create emotional circumstances for its members and this policy is intended to ensure such emotional circumstances remain suitable at all times and that Members keep their CMHA experience within an appropriate perspective.

3.2 It is the purpose of this policy to:

3.2.1 Promote positive cheering behaviors for spectators.

3.2.2 Increase the level of understanding among spectators of the importance of creating a positive and supportive environment for minor hockey participants.

3.2.3 Reduce or eliminate abusive behavior directed to all players, coaches, assistant coaches, managers, officials, volunteers, and CMHA Board members.



- 3.2.4 Reduce or eliminate abusive behavior from CMHA sanctioned activities; and
 - 3.2.5 Foster an environment of mutual accountability within CMHA.
 - 3.2.6 It is the purpose of this policy to ensure that all Respect Concerns are:
 - 3.2.6.1 Promptly and impartially investigated and resolved; and Preventative and sustainable measures are put into practice to maintain a respectful minor hockey environment for all members.
 - 3.2.6.2 This policy is based on education, training, and early resolution of Respect Concerns. Respect Concerns involving serious or repeated behaviors may result in progressive discipline.
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4.0 SCOPE

- 4.1 This policy applies to all CMHA members, as defined in the CMHA Bylaws section #2.
- 4.2 This policy applies to all locations where CMHA sanctioned activities are carried out, including but not limited to local hockey facilities, out of town hockey facilities, Dryland facilities, team bonding venues, hotels, buses, vehicles, and meeting rooms.
- 4.3 The Cochrane Minor Hockey Association administers a minor hockey program of approximately 1,000 players from within the Hockey Alberta Draw Zone http://cochraneminorhockey.com/files/cochraneminorhockeymap_2.pdf
Elite Level (AA) “South Central Alberta Hockey League”
 - REP “Central Alberta Hockey League”
 - RHL “Rockies Hockey League
 - Female “Rocky Mountain Female Hockey League
 - Intro to Hockey (U7 & U9)
- 4.4 The program exists for players from 5 years – 18 years of age. CMHA has formulated a constitution that is registered with Hockey Alberta, and the Government of Alberta under the societies act.

Within CMHA administers the Elite level of hockey through our High-Performance Director:

- AA – the draw zone for this level of hockey includes Canmore, Banff, Cremona & Cochrane
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5.0 CMHA DISCIPLINE COMMITTEE

- 5.1 The CMHA Board of Directors shall be responsible for ensuring that a Discipline Committee is formed for each CMHA season.
- 5.2 The CMHA Discipline Committee shall be chaired by one of the CMH Board of Directors.
- 5.3 The CMHA Discipline Committee shall be composed of a total of five (5) Members including the chair.
- 5.4 The chair will report to the Executive at the start of each season in writing as to who will be the other four (4) members of the CMHA Discipline Committee and their relevant qualifications to be a part of such committee.
- 5.5 The chair will select a panel of no less than three (3) members of the Discipline Committee to review/investigate Respect Concerns.
- 5.6 All Respect Concerns brought forward to the CMHA Discipline committee shall be reviewed/investigated as soon as is practical, however, the investigation shall commence no later than seven (7) days after receiving the Respect Concern.
- 5.7 The subject(s) of any Respect Concern review/investigation by the CMHA Discipline Committee shall be notified in writing that they are the subject of said review/ investigation at commencement of said review/investigation.
- 5.8 The CMHA Discipline Committee has the authority to request that a subject(s), complainant(s), and/or witness(es) be present or provide written documentation to address the nature of the Respect Concern. Nobody can be compelled to provide documentation and all involvement with an investigation shall be voluntary.
- 5.9 When reviewing/investigating a Respect Concern, the CMHA Discipline Committee shall consider the following factors:
 - nature and security of Respect Concern.
 - The physical nature of Respect Concern.
 - Whether the Respect Concern is an isolated incident or part of a pattern.
 - CMHA history of the subject(s);
 - the nature of the relationship of the parties involved.
 - the age of the subject(s), complainant(s), and witness(es); and
 - the post incident behavior of the subject(s). i.e. Have the subject(s) appropriately accepted responsibility and expressed a genuine desire to change the behavior in the future.
- 5.10 Upon review or investigation of the Respect Concern by the CMHA Discipline Committee, the CMHA Discipline Committee shall present its findings via written report to the President of CMHA with a copy of the report also provided to the subject(s). The report shall contain:



- all elements of paragraph 5.9
- a summary of the relevant facts.
- a determination as to whether the alleged Respect Concern constitutes a breach of this policy and is sustained or not sustained; and
- recommended corrective and/or discipline action to be taken, if any. The standard of proof required to conclude a Respect Concern or allegation will be a balance of probabilities.

6.0 CODE OF CONDUCT - ZERO TOLERANCE

- 6.1 Members, players, and participants are asked to, and are expected to, abide by the Bylaws, Rules, and Policies of the Cochrane Minor Hockey Association. Their behavior is expected to align with the spirit of the Bylaws, Rules, and Policies of this code.
- 6.2 All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, executive committee members, employees, and property of the association. Any inappropriate conduct, threats, harassment, or abuse (including the use of profanity) directed towards game or team officials, members, parents, fans, volunteers, executive committee members, employees, damage to the property of the Association or another Association will not be tolerated.
- 6.3 All members, fans, and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 6.4 Cochrane Minor Hockey Association will not tolerate LOUD, obscene, obnoxious coaches, managers, assistants, players, parents, or fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section.
- 6.5 Parents and fans are not permitted in the dressing room except as expressly permitted by the respective division head and/or coach to assist their child in changing before or after a game or practice.
- 6.6 Under no circumstances will a parent or fan enter the opposing team's dressing room.
- 6.7 Within the Cochrane Minor Hockey membership Coaches and other team officials's players, parents, and fans are not permitted under any circumstance in the official's dressing room, nor are they to confront game officials about the game.
- 6.8 Violation by any member, fan, or participant of any provision of this Code of Conduct – Zero Tolerance will result in disciplinary action being taken by the Association against such individuals as provided in this document.
- 6.9 Harassment and Bullying in all its forms, including cyber bullying (i.e. Facebook, Twitter, etc.) will not be tolerated during any Cochrane Minor Hockey activity or



program. All those involved with Cochrane Minor Hockey, including its volunteers, players and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment, or bullying and following Local or National policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Everyone is encouraged to report incidents of harassment or bullying.

- 6.10 The inappropriate use of Cameras, Cell Phones, PDA's (iPad's, iTouch, Blackberry's) or any other type of recording device is strictly prohibited in dressing rooms OR the inappropriate use of any Camera's, Cell Phones, PDA's (iPad's, iTouch, Blackberry's) or any other type of recording device is also strictly prohibited in and around player's benches. This includes coaches, parents, players, and visitors. Disciplinary action, including possible suspension, will follow any breach of this rule.
- 6.11 Any Vaping paraphernalia or related equipment is not allowed in the dressing rooms or rinks.
- 6.12 Coaches and Assistant Coaches will have their Cell phone available in Case of Emergency for that use only. A Coach can deem one device to be used for music purposes only.
- 6.13 Also, after a game a picture may be taken by a team official or parents for a memory photo of the team under a special occasion such as a tournament or playoff win. Privacy Rules apply to any of these photos taken.
- 6.14 Parents, Dressing Room Moms who are engaging in team activities during games and practices are required to have a Police Record Check.

ANY VIOLATION OR BREACH OF THE PROVISIONS IN THIS CODE OF CONDUCT – ZERO TOLERANCE BY MEMBERS, FANS, OR PARTICIPANTS OF CMHA WILL RESULT IN DISCIPLINARY ACTION BY THE ASSOCIATION AGAINST SUCH INDIVIDUALS WHICH WILL INCLUDE SUSPENSION AS OUTLINED IN THE DISCIPLINARY PROCEDURES OF THIS CODE OF CONDUCT – ZERO TOLERANCE.

7.0 RESPECT CONCERNS

- 7.1 Abuse of Authority: The improper use of one's power and authority inherent to their position in CMHA that interferes with another's performance or that may be seen to endanger, threaten, or influence a member's position, or office. Behaviors could include yelling, belittling, intimidation, coercion, blackmail, unwanted sexual advances, favoritism, inappropriate reprimands in front of others and improperly withholding information a member requires to perform effectively.



- 7.2 Abuse of Game Officials: Game Officials include on-ice referee(s) and linesman(s) as well as office timekeeper(s), scorekeeper(s) or other office official(s). Disrespectfully disputing or arguing any decision made by a game official. Entering an official's dressing room is prohibited by coaches, team officials, players, parents, and fans. Creating confrontation with officials during or after a game.
- 7.3 Bullying: A pattern of inappropriate behavior that lowers a person's self-esteem or causes anguish, torment, or dejection. An act that badgers another with threats or intimidation. This may be in the form of abusive, aggressive, or obnoxious behavior. Jokes or hoaxes that create anxiety are deemed to be a form of bullying. This includes harmful actions that are communicated via written or electronic media on-line and have a connection to CMHA.
- 7.4 Cause Disturbance: The use of obscene or vulgar language in a boisterous manner to anyone at any time. The throwing of articles in a deliberate or aggressive manner.
- 7.5 Damage to Property: Vandalism or deliberate destruction of another person or entity's equipment or property.
- 7.6 Discrimination: Treatment of a person or group in a way that illegally or unreasonably distinguishes them from other people, or denies legitimate opportunities to that person or group, based on a characteristic not pertaining to CMHA requirements.
- 7.7 Harassment: Conduct, comment, gesture, deed, or physical contact that is unwelcome, offensive, intimidating, hostile, or demeaning, or causes embarrassment to an individual or group of individuals. Specific types of harassment include but are not limited to:
- 7.7.1 Electronic Harassment: Harassment via electronic transmission including email, fax, voice mail, texting and computers or phones via social media.
 - 7.7.2 Racial Harassment: Any action, including jokes, that expresses or promotes racial intolerance, prejudice, discord or hatred or racially offensive material. It also includes refusing to cooperate with a person based on race, color, and place of birth, citizenship, ancestry, or ethnic background.
 - 7.7.3 Sexual Harassment: Any conduct, comment, gesture, or physical contact of a sexual nature that is unwelcome, offensive, intimidating, hostile, humiliating, demeaning to any person or that may on reasonable grounds be perceived by that person as placing a condition of a sexual nature on any opportunity for CMHA related activities. This includes written materials, jokes, and images of a sexual nature.
 - 7.7.4 Systemic Discrimination: Where the application of policies, practices, procedures, action, or inaction has an adverse effect by excluding or discriminating against individuals or groups for non-hockey-related reasons.



- 7.7.5 Gang Related: Any conduct that is intimidating, hostile or threatening due to gang related threats and/or wearing gang related names, signs, symbols, or other representations used by gangs, to bully others, will not be tolerated.
- 7.7.6 Threats: Direct or implied expressions that may reasonably be perceived as an expression of intent to inflict harm or point out consequences that are out of proportion with the cause or circumstances. Includes written or verbal threats.
- 7.7.7 Violence: Attempted or actual exercise of physical force by a person against a member that causes or could cause physical injury to the member. Violence includes:
 - 7.7.7.1 Threatening physical acts such as shaking fists, throwing objects, property damage; or
 - 7.7.7.2 Physical contact such as hitting, shoving, pushing, or kicking.

8.0 KEEPING RECORDS

- 8.1. CMHA shall continuously maintain an effective electronic database that will appropriately record all the details and results of all formal Respect Matters reviews/ investigations. This database will be referred to as the “CMHA Respect Concern electronic database” and within the CMHA office the Discipline/Suspension shared folder.
- 8.2 The current VP’S which make up the discipline committee are responsible for the proper and continued maintenance of the pre-existing CMHA Respect Concern electronic database and will provide the CMHA Office staff information that can be added to their Hockey Canada Registry (HCR) profile in the event of a suspension.
- 8.3 The information contained within the CMHA Respect Concern electronic database is strictly confidential and is on a need-to-know basis as determined by the Executive Committee.
- 8.4 The purpose of the CMHA Respect Concern electronic database is:
 - 8.4.1 Allow CMHA to identify emerging trends of behavior contrary to this policy.
 - 8.4.2 Allow CMHA to provide support and guidance to person(s) who are part of emerging trends to facilitate changes in behavior prior to it becoming a discipline issue.
 - 8.4.3 Allow CMHA to track specific details of historical Respect Concerns breaches that will be considered by the CMHA Discipline Committee in determining appropriate sanctions to impose upon a subject(s).



- 8.5 Database Threshold It is recognized that each and every Respect Matters breach will have its own specific set of circumstances. Specifically, some will be more serious than others.
- 8.5.1 On Ice Matters All serious and flagrant on-ice incidents will be added to the database.
 - 8.5.2 Off Ice Matters All sustained serious Respect Concerns will be added to the database.
 - 8.5.3 In the event that a suspension is handed out by the Disciplinary Committee then this information will also be added to the HCR, to help monitor.

9.0 POSSIBLE SANCTIONS

- 9.1 The resolution of a Respect Concern may involve non-disciplinary and/or disciplinary sanctions:
 - 9.1.1 Non-disciplinary May include Respect training, counseling, coaching, mediation, conflict resolution, facilitated discussion, and/or offering an apology to the affected person(s).
 - 9.1.2 Disciplinary action may be instituted where non-disciplinary action has not been effective, or immediately. Disciplinary action may be initiated and include the following sanctions:
 - 9.1.2.1 Formal written reprimand to be placed in the individual file and on the database and within HCR.
 - 9.1.2.2 Letter of Expectation.
 - 9.1.2.3 Suspension from certain CMHA events, which may include suspension from the current game or competition or from future competitions.
 - 9.1.2.4 Suspension from certain CMHA activities such as competing, coaching, managing, officiating, etc. for a designated period of time.
 - 9.1.2.5 Suspension of all CMHA events and activities for a designated period of time.
 - 9.1.2.6 Expulsion from CMHA.
 - 9.1.2.7 Other sanctions may be considered appropriate given the totality of the circumstances.

10.0 SUSPENSIONS and/or EXPULSIONS

- 10.1 Suspensions and/or expulsions that are imposed upon a member by the President of CMHA are binding. There is no internal CMHA appeal process.



- 10.2 Failure to abide by the terms of the suspension shall constitute grounds for progressive suspension or expulsion.
- 10.3 An ex-CMHA member who fails to abide by an CMHA expulsion and continues to attend CMHA sanctioned events will be deemed to be a trespasser, and Police may have lawful authority to remove the expelled ex-member from the facility. The ex-member may also be charged pursuant to the Trespass to Premise Act at the discretion of the Police.

11.0 REPORTING PROCEDURE

- 11.1 Any CMHA Member who is aware of, or affected by a Respect Concern is encouraged to take appropriate action.
- 11.2 If a CMHA Member is experiencing a Respect Concern, there are three categories of response options available. They are summarized below:
 - 11.2.1 Independent Response Procedure
 - 11.2.1.1 Whenever practicable, members are encouraged to resolve their Respect Concern directly with the person that is the cause of the concern. Best practice would be to have an independent third party witness all conversation.
 - 11.2.1.2 The Independent Response Procedure is an effective and immediate avenue for resolution where all parties are encouraged to examine their own behavior to ensure it is conducive to a respectful environment.
- 11.3 Where the Independent Response Procedure is not practical or has not been effective in resolving the Respect Concern, members may use the other procedures as listed below.
 - 11.3.1 Assisted Response Procedure
 - 11.3.1.1 Any CMHA member who is aware of, or affected by a Respect Concern may use an Assisted Response Procedure to resolve the Respect Concern. The first step in the Assisted Response Procedure is for the member to contact the first person from the list below that he or she feels is an appropriate resource and support using the complaint form: [CMHA COMPLAINT FORM](#)
 - 11.3.2 The CMHA Member and the person contacted will determine the appropriate procedure to be followed.
 - 11.3.3 Where the person contacted believes there may be a perceived or real conflict in his or her ability to be objective regarding the Respect Concern, he or she will find an



alternate person to assist in resolving the Respect Concern. Strong consideration should be given to involving the CMHA at this point.

11.3.3.1 Any Respect Concern involving criminal behavior or systemic discrimination must be brought to the attention of the RCMP

12.0 INTERFERENCE / REPRISAL

12.1 CMHA Members shall refrain from:

- 12.1.1 Behaving in any manner that attempts to unduly influence or interfere with an ongoing Respect Concern.
 - 12.1.2 Attempting to or actually coercing or intimidating any witness; and soliciting, threatening, or acting in reprisal against any person that is engaged in proceedings under this policy.
 - 12.1.3 CMHA Members who believe they have been subjected to reprisal by any of the methods identified above may refer the matter to their CMHA Discipline Committee.
 - 12.1.4 All reports of interference and reprisals will be taken seriously and investigated under this policy. Should an investigation confirm that an interference or reprisal has occurred, the persons responsible will be held accountable and may be subject to disciplinary action.
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13.0 BAD FAITH / FALSE COMPLAINTS

- 13.1 Bad faith and false complaints will be seen as a serious violation of this policy.
 - 13.2 Where it is deemed that a Respect Concern was filed with malicious intent, or if it was filed and was known to be false, the person(s) responsible may be subject to disciplinary action.
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14.0 CONFIDENTIALITY

- 14.1 Confidentiality is not the same as anonymity. In order for the policy to be effective, steps will be taken to ensure that every stage of the process is conducted with as much confidentiality as can practically be afforded.
 - 14.2 The nature of the Respect Concern and any subsequent investigation may require that other parties are made aware of the concern.
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15.0 CRIMINAL MATTERS

- 15.1 When the Respect Concern brought forward is determined potentially to constitute a criminal offense subsequent to an CMHA Discipline Committee, the CMHA Discipline Committee will detail the specifics of the situation and make recommendations to the CMHA President what CMHA action should be taken. Possible recommendations include:
 - 15.2 Advise the complainant(s) that their Respect Concern is believed to be criminal in nature and encourage the complainant(s) to report the incident outside of CMHA to the appropriate police agency.
 - 15.3 In the most serious cases, contact the appropriate police agency to file a third-party complaint alleging a criminal offense requiring police intervention/investigation. Respect Concerns constituting criminal offenses that are being investigated by Police in no way precludes CMHA from enforcing its own internal sanctions as necessary.
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16.0 GAME PLAY

- 16.1 Serious and flagrant game play violations of this policy may be reported to the CMHA Discipline Committee. CMHA maintains the authority to provide supplemental discipline beyond that of Hockey Alberta mandatory minimum suspensions. The following penalties are considered as serious and flagrant violations of this policy: · All Match penalties; · All Abuse of Official penalties.
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17.0 LEGAL CONSIDERATIONS

- 17.1 It is essential to recognize that CMHA is legally responsible for creating a safe environment for all of the children who participate in CMHA activities. CMHA representatives and persons in positions of trust or authority are fundamentally liable with their interactions with children.
 - 17.2 CMHA is bound by The Alberta Child, Youth and Family Enhancement Act which makes it legally mandatory for CMHA to report any and all incidents where it is believed on reasonable and probable grounds that a child is at risk of child abuse.
 - 17.3 All CMHA members who are in a position of trust or authority are bound by the statutes of the Criminal Code of Canada. The age of sexual consent is 16 years of age in Canada, however, when a person maintains a position of trust and authority over a child, sexual consent cannot be given.
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18.0 APPEAL PROCESS



18.1 Upon receiving a request for an appeal, the Cochrane Minor Hockey Association will establish an appeal committee made up of either the Vp of RHL and/or VP of Administration along with 2 other Board of Directors to hear the appeal related to any disciplinary action handed down because of an investigation. Appeals should be heard as quickly as is practical (within 7 days). The appeal must contain a clear and concise summary stating the grounds for the appeal. Notice of the appeal must be submitted, in writing, to the President of the Cochrane Minor Hockey Association within five (5) days from the date of discipline notification was received. If the appeal is denied, further appeals can be made to Hockey Alberta under Hockey Alberta Rules & Regulations 13.03 “Appeal from Decision of Local Minor Hockey Association”.

19.0 IMPLEMENTATION PROCESS

19.1 Incorporation into CMHA Bylaws

19.1.1 By-Law xvi.

The President shall have the power to suspend any team, player, team official, and member, for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Association Constitution, By-Laws, and Regulations pending review of the incident by the Discipline Committee.

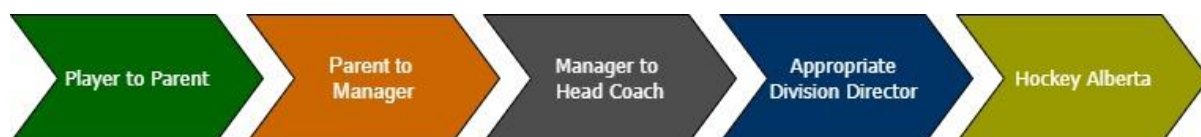
19.1.2 By-Law xvii.

The President shall have the power to prevent any spectator from viewing a game, other activity, or entering a facility to view a game or other activity that is being conducted by the Cochrane Minor Hockey Association for conduct the President has deemed to be detrimental to the game. Further, the President shall have the power to suspend the coach, player, team official, or the team to which the spectator is affiliated. Such action to be effective until dealt with by the appeal committee.

20.0 COMMUNICATION PROCESS

20.1 Prior to reporting and or filing a complaint all members must wait 24 hours before submitting their concern. This will be strictly enforced.

20.2 Communication Flow Chart (CMHA)





20.3 Accompanying procedure

- 20.3.1 Under no circumstances shall issues be advanced without first seeking resolution at the correct level. If a resolution cannot be secured at the appropriate level the communication must be delivered as per the flow chart above. Once the communication has been received you will be contacted by a representative of CMHA. Please note that if the Communication Flow chart is not followed or the 24-hour rule is not adhered to, your complaint, concern or issue will be immediately deleted and not be addressed but your name and email will be forwarded on to the VP of Operations for potential discipline.