



# CANTERBURY ICE HOCKEY ASSOCIATION

## Code of Conduct Policy

### 1. INTRODUCTION

This Code of Conduct identifies the standard of behaviour which is expected of all Canterbury Ice Hockey Association (hereafter "CIHA") members and participants, which for the purpose of this policy shall include all:

- Players
- Parents and Guardians
- Coaches, Trainers, and Team Managers
- On-ice and Off-ice Officials
- CIHA Committee Members, Volunteers, Employees, and Contractors

CIHA endeavours to provide a healthy, caring, enjoyable, and safe environment for all of our members. In this spirit, we have adopted policies outlining expectations of member conduct. Failure to comply with these policies can result in severe consequences, so all CIHA members need to be aware of them.

Membership in the CIHA, whether as a player, coach, team official, parent, or other, is a privilege. All members and participants shall:

- Adhere to these policies in order to remain CIHA members in good standing and participate in CIHA activities.
- Conduct themselves at all times in a manner consistent with the values of CIHA, which include fairness, integrity, and respect.
- Refrain from comments or behaviours which are disrespectful, offensive, profane, abusive, or that constitute harassment or bullying. This includes an express prohibition of profane or abusive language verbally, in email, or through other means of correspondence.

Any member or participant whose conduct is legitimately deemed to be disruptive and not conducive to the wellbeing of the game or CIHA will be deemed to be in violation of these policies. Possible consequences for violating these policies are as follows:

- The filing of an incident report against you; and/or
- A hearing with the CIHA Disciplinary Committee; and/or
- Temporary suspension from the team, ice sessions, and/or CIHA; and/or
- Permanent expulsion from the team, ice sessions, and/or CIHA; and/or
- Escalation to the New Zealand Ice Hockey Federation for disciplinary action in accordance with NZIHF Disciplinary, Tribunal, and Suspension Regulations.

Violations to this Code of Conduct Policy shall be reported in accordance to Section 3 (“GRIEVANCE COMMUNICATION POLICIES”) and Section 5 (“DISCIPLINARY PROCESS”).

Violations shall be reported as soon as practicable and the CIHA shall act upon receipt of an incident report in a timely manner. Certain infractions, including game violations, are subject to additional conditions and time frames contained herein.

## 2. MEMBER POLICIES

### **PLEASE TAKE THE TIME TO FAMILIARISE YOURSELF AND YOUR FAMILY WITH THESE IMPORTANT POLICIES.**

#### *a. PLAYERS*

As a player, I will:

- Make a commitment to my team at all times by attending all practices, games, meetings, special events and by playing to my best ability.
- Recognize Ice Hockey is a team sport and ensure I treat my teammates with respect, providing support and encouragement at all times.
- I will support my teammates by reporting to my Coach, Manager or other official at any time I believe a teammate has been bullied or harassed.
- Respect my Coaches at all times. I will remember my Coaches are providing me with the opportunity to learn and play the game of ice hockey.
- Respect the safety of other players by playing within the rules at all times.
- Respect the officials and their decisions at all times.
- Accept disciplinary action if I violate the rules or spirit of the game.

#### *b. PARENTS/GUARDIANS*

As a parent or guardian of a player, I will:

- Recognize that at the hockey rink, my child’s development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
- Respect the decisions of the Coaches, whether at practice, special events or during the game.
- Conduct myself in an adult manner by being positive and encouraging to all players at all times; maintain a sportsmanlike and educational atmosphere before, during and after all CIHA sanctioned events.
- Encourage my child to play by the rules and resolve conflicts without resorting to hostility, profanity, verbal, or physical violence.
- Never verbally abuse another member or participant. I will remember that they have challenging jobs and will not undermine them by contradicting, interfering or questioning their character, motivation or judgment in public. I will not engage or encourage gossip. I will take my concerns to the appropriate CIHA officials.
- Understand and accept that violation of these policies may result in disciplinary action of some kind up to, and including revoking of membership and all rights associated with membership of myself and also my child.

- I will show respect for the volunteers, coaches, team officials, players, on ice officials, minor officials and members of the CIHA Committee and community.

c. *COACHES, TRAINERS, TEAM MANAGERS, AND OTHER CIHA REPRESENTATIVES*

I understand that as a CIHA representative I am in a position of trust and authority. I will:

- Teach players to play fairly and to respect the rules, Officials and their opponents.
- Remember that players play to have fun and must be encouraged to have confidence in themselves.
- Remember that participants need a Coach and authority figures they can respect. I will ensure players are praised and set a good example.
- Do my best to be competent, well prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my own skills.
- Fulfil my obligation and responsibility toward the team and the association to the best of my abilities.
- Direct comments at an individual's performance and not at the individual.
- Not ridicule or yell at players for making mistakes or for performing poorly.
- Take reasonable steps to see that equipment and facilities are safe and appropriate to my players.
- Cooperate with Officials and refrain from public criticism of them. I will respect the Officials and their responsibilities to administer the rules of the game. I will respect that the Official may have a different point of view and I will put my concerns in writing and will send them to the appropriate individual.
- Watch for possible incidents of harassment and abuse, and will respond appropriately to allegations or disclosures, and comply with NZIHF guidelines to prevent physical, emotional/ verbal, and sexual harassment and abuse.
- Communicate with my players and with their parents regularly throughout the season, so that everyone is clear about the rules and expectations, and so we have a shared goal for the season.
- Emphasize the importance of the Code of Conduct to players, parents, and other CIHA members, and hold my team members and their parents accountable for compliance.
- Recognize and accept that violations to these policies may result in disciplinary action of some kind up to, and including revoking of membership and all rights associated with membership.

d. *HARASSMENT POLICY*

The CIHA's view is that harassment in any form will not be tolerated. Harassment includes, but is not limited to:

- Unsolicited remarks.
- Gestures.
- Physical contact.
- Slander or libellous acts.

Specifically, forbidden is harassment of sexual, religious, racial and/or ethnic nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment.

e. *ALCOHOL AND DRUG POLICY*

Underage consumption of alcohol, cigarettes and e-cigarettes, and the use of non-prescription drugs, have no place in Canterbury Ice Hockey. The CIHA is committed to providing all our players with a legally safe & drug free environment. Violation of this policy will result in immediate indefinite suspension pending a hearing with the CIHA Disciplinary Committee.

### **3. GRIEVANCE COMMUNICATION POLICIES**

a) *PARENTS/GUARDIANS*

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach or other CIHA representative from fulfilling their responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must follow the below guidelines:

- i. Parents/guardians will not approach coaches during or immediately after a game to air a grievance. To prevent further escalation and poor communication, parents and team officials must observe a 24 hour cooling off period. CIHA is firm on the observance of a 24 hour cooling off period. Individuals in violation of this may be brought before the Disciplinary Committee and may face suspension or expulsion from the CIHA.
- ii. The following lines of communication shall be followed:
  - Speak with the Team Manager, who is the liaison between the Coaching staff and the parents.
  - If not satisfactorily resolved, speak with the League Director.
  - If not satisfactorily resolved, the issue may be forwarded in writing to the CIHA Vice President.

b) *COACHES, MANAGERS, OFFICIALS, AND OTHER CIHA REPRESENTATIVES*

When a coach, team manager, or other CIHA representative has an issue that requires resolution the following lines of communication will be strictly followed:

- i. In the case of CIHA club leagues:
  - Speak with the League Director.
  - If not satisfactorily resolved, the issue may be forwarded in writing to the CIHA Vice President.
- ii. In the case of CIHA representative teams:
  - Speak with the Director of Player & Coach Development.
  - If not satisfactorily resolved, the issue may be forwarded in writing to the CIHA Vice President.
- iii. Any decision by the CIHA on the issue will be made with regards to the policies of this Code of Conduct Policy.
- iv. Where necessary, policies may be modified or updated.
- v. All decisions made by the CIHA Disciplinary Committee are considered final. There is no appeal process to this decision.
- vi. Any CIHA representative that circumvents or disregards this policy, may be suspended and dealt with in accordance with the CIHA disciplinary process.

#### **4. CIHA DISCIPLINARY COMMITTEE**

The CIHA Disciplinary Committee shall consist of three to five members of the CIHA Committee. The CIHA Vice President shall be one of these members and will coordinate, organise, oversee, and Chair all disciplinary actions and proceedings. In the absence of the Vice President, the CIHA Committee may appoint an interim disciplinary committee member and Chair.

#### **5. DISCIPLINARY PROCESS**

##### *a) Players*

Game violations are subject to CIHA rules and regulations, which may involve the CIHA Disciplinary Committee.

All game misconduct and match penalties will be reported from the game Referee and/or Director of Officiating to the CIHA Vice President.

A game report containing a violation must be delivered to the CIHA Vice President within 24 hours of the game completion. Disciplinary paperwork must be completed and dispatched by the Disciplinary Committee within 48 hours of receiving the game report.

Non-game violations are subject to review by the CIHA Disciplinary Committee in addition to the following rules:

##### *Player Suspensions*

- A Coach, Manager, or League Director may suspend, for discipline, any player for up to one game. Suspensions for more than one game must have the approval of the CIHA Disciplinary Committee.
- The CIHA Vice President must be advised of all such suspensions.
- Player and Team Management suspensions received are effective when travelling and apply to all tournaments and exhibition games.

##### *b) Parents/Guardians, Coaches, Managers, Officials, and other Representatives*

The CIHA strongly encourages conflict resolution through open dialog, understanding, and reaching common ground. All Members should, in the first instance, act in good faith towards finding sensible resolutions where appropriate. In circumstances when an issue is not satisfactorily resolved through the steps in Section 3 (“GRIEVANCE COMMUNICATION POLICIES”), the issue may be forwarded in writing to the CIHA Vice President to be raised with the CIHA Disciplinary Committee.

##### *c) Additional Processes*

- Members or representatives of the CIHA can be issued a verbal warning by any member of the CIHA Executive Committee at any time.
- The Committee member must be of the opinion that a warning is necessary to uphold the policies of the CIHA, the rules governing the play of hockey, or it is in the best interest of the CIHA.

- Where such a warning is made, it shall be considered to be a serious infringement pending a review by the CIHA Disciplinary Committee.

d) *Complaints Regarding Referees and Linesmen*

These processes are not meant for coaches or others who do not like the way a referee or linesmen called a particular game, nor are they for questioning interpretations or judgment calls. Coaches or other CIHA representatives will NOT be allowed to dictate who may or may not be assigned to their games.

Any serious concerns by coaching staff or others should be reported IN WRITING, to the CIHA Director of Officiating and a copy forwarded to the CIHA Vice President. Any intimidating, disrespectful or hostile behaviour by a coach, team official, parent, guardian, or other CIHA member towards any officials, referees, or linesmen will be taken seriously and may result in disciplinary action and/or expulsion from the rink.

## **6. POLICY CHANGES**

Policies are subject to change at any time. All changes will be communicated to all current members through the CIHA website.