

## Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: 2025
POLICY NUMBER: 5.1	DATE APPROVED: May 29, 2025
TITLE: Code of Conduct	
PURPOSE: CCMHA is committed to ensuring and emphasizing respectful behaviour and conduct, both on and off the ice, which emulates CCMHA values.	
RELATED GUIDELINES/DOCUMENTS: 5.4 CCMHA Disciplinary Action Policy Hockey Nova Scotia On-Ice Bullying Policy <a href="https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Bullying%20Policy.pdf">https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Bullying%20Policy.pdf</a> Hockey Canada/ Hockey Nova Scotia Prevention of Bullying, Harassment and Abuse Policy <a href="https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf">https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf</a> Hockey Canada/Hockey Nova Scotia Hazing Policy <a href="https://5647e90c-cdn.agilitycms.cloud/Attachments/Hockey%20Canada's%20Hazing%20Policy.pdf">https://5647e90c-cdn.agilitycms.cloud/Attachments/Hockey%20Canada's%20Hazing%20Policy.pdf</a> Hockey Canada Cyber-Bullying Administration Manual <a href="https://5647e90c-cdn.agilitycms.cloud/Attachments/cyberbullying_resource_manual_e.pdf">https://5647e90c-cdn.agilitycms.cloud/Attachments/cyberbullying_resource_manual_e.pdf</a> Hockey Nova Scotia Abusive Parent Dispute Resolution Policy <a href="https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf">https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf</a>	

### 1. INTRODUCTION

The Association is committed to the conduct of its programs and activities in a fair, safe and respectful manner. These values shall eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game. This policy is intended to describe the:

- Expected standard of behaviour for players and other Association members;
- Procedure for addressing violations of the Code;
- Range of sanctions that could be applied; and
- Procedure for appealing a disciplinary decision.

### 2. SCOPE

This code shall apply to:

- All members of the Association including players, coaches, other team personnel, parents/guardians and all elected and appointed personnel;
- All Association programs and activities, regardless of location; and
- All hockey programs and activities in which Association members are participating, regardless of location.

Violation by any member, parent/guardian, supporter, player, manager, coach or other participant of any provision of the Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Disciplinary Policies of CCMHA or Hockey Nova Scotia.

### 3. GUIDING PRINCIPLES

The CCMHA Code of Conduct shall include (but not be limited to) the following principles:

- Players, parents, coaches and supporters of CCMHA shall abide by the Bylaws, Rules and Policies of CCMHA and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.
- The Fair Play Code as supported by CCMHA.
- ZERO (0) Tolerance for Bullying and Harassment as defined by Hockey Canada.

All members and participants of CCMHA shall respect other members, officials, parents, players, supporters, team officials, volunteers, Board members, employees and property of CCMHA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, supporters, volunteers, Board members, employees or damage to the property of CCMHA or of another association or facility will not be tolerated and will result in disciplinary action.

All members, fans and participants of CCMHA shall respect the game of hockey and shall behave in a manner consistent with the values of the Association.

CCMHA will not tolerate inappropriate behaviour by parents/guardians, supporters, players, managers, assistant or head coaches. Individuals exhibiting inappropriate behaviour will be subject to disciplinary action as outlined in the disciplinary policy. All players and supporters shall be solely responsible for their participants in which they are related to and any monetary and non-monetary damages (if any) that may occur.

Under no circumstances is a parent or supporter to enter the opposing team's dressing room, unless invited by the opposing team official.

Coaches and other team officials, players, parents and supporters are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game at any time.

Functions carried out by CCMHA teams shall be at the sole responsibility of the teams involved and not the responsibility of CCMHA.

CCMHA supports Hockey Canada's Abuse and Harassment Policies. <https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf>

### 4. DEFINITIONS

**Complaint** - Description of the problem

**Complainant** - the person raising the complaint

**Respondent** - the person with whom the complaint is about and who responds to the complaint

**Team designate** - the person whom the team identifies as the person available to assist with the handling of complaints within the team (i.e. Team manager, trainer, parent liaison etc.)

**Team personnel** - A Coach, Assistant Coach or any other person holding a responsible position with a team

## 5. STANDARD OF BEHAVIOUR

All players, coaches, bench staff and other team personnel shall respect Hockey Canada, Hockey Nova Scotia and Association rules and policies which govern the conduct of games and activities associated with games.

All Association members shall also:

- Comply with all applicable federal, territorial and municipal laws;
- Respect other persons regardless of their race, ancestry, colour, religion, gender, sexual orientation, age or disability;
- Respect the rights of others, including their health, safety, opinions, property and freedom from mental and physical harm;
- Show proper care and regard for Association and community personnel and property;
- Demonstrate appropriate personal behaviour and sportsmanship;
- Not use Association supplies and equipment without proper authorization;
- Not be in possession of or under the influence of non-prescription drugs;
- Respect persons who are in a position of authority; and
- Take appropriate action to help those in need.

There shall be a “zero tolerance” policy regarding the use of alcohol by players, coaches, team personnel and designated chaperones.

Subject to the Code’s requirement respecting appropriate behaviour, parents may consume alcohol as permitted by law provided that there are no players present who are not related to the parent.

### 5.1 Standard of Behaviour Parents/Guardians and Supporters

Under no circumstances is a Parent or Supporter to approach the bench or a coach during or immediately after the game. The coach(es) shall be given a reasonable amount of time at the conclusion of a game to spend with the players. A Parent/Guardian or Supporter may then indicate to the coach that they wish to speak to the coach, and if granted, it shall be conducted in a respectful, courteous manner.

Parents/Guardians and Supporters:

- Shall be supportive of their child/children, other children, the coaches, the team and other parents
- Agree to follow the Dispute and Appeal Policy of CCMHA.
- Shall not solely focus on winning or your child being the best player, but rather shall focus on team play, fun and development.
- Shall not be critical of any coach, parent or another player. Much like players, parents are part of the team and shall support one another.
- Any dispute, disagreement or issue shall be handled with respect and dignity as you would expect the same courtesy.
- Shall not contact Hockey Nova Scotia. Any questions, clarification or complaint shall be directed to the appropriate channel within CCMHA first, unless otherwise instructed by a

member of the CCMHA Executive Committee.

- Shall not "coach" their child/children in a way that conflicts with the team coaches' philosophy. Secondary coaching confuses the child/children and ultimately affects play and encourages disrespect of an authority figure. Coaching your child/children behind the glass or from the stands confuses the child/children and disrespects the coaching staff.
- Shall be supportive of the CCMHA Hockey organization, its members, volunteers, Executive Committee and Board.
- Are not allowed on the benches or the ice at any time unless they are listed on the team "hard card", which shall also mean the Official Team Roster or Team Sheet Hard Card.

Parents/guardians and Supporters that want to discuss or indicate their displeasure with a call on the ice or coaching decision, in the absence of imminent danger, the 24-hour rule shall be strictly adhered to and enforced. There shall be no emails, phone calls or personal discussions until 24 hours after the event. Any contact during the 24-hour period will result in an immediate 1 Game Suspension for the offending Parent/guardian or Supporter.

## **5.2 Standard of Behaviour for Coaches and Team Officials**

Coaches & Team Officials must strictly adhere to the Policies and Guidelines of CCMHA. They are viewed to be the leaders and the authority figure and must lead by example.

Coaches & Team Officials:

- Must control their behaviour as they are the leaders of the youth and have a direct impact on the perception of the CCMHA program.
- Must not use profane language at any time while in the presence of youth.
- Must not abuse, criticize or disrespect another coach, game official, member of another team, parent or fan.
- Must not bully.
- Shall be held accountable for the performance of their team both on and off the ice. CCMHA Coaches shall not leave their team unsupervised during games and practices. Horseplay and bullying will not be tolerated.
- Must, to the best of their ability, ensure each player receives the same opportunity to develop and grow.
- Shall not contact Hockey Nova Scotia directly unless permission has been granted by an individual from the CCMHA Executive Committee.

Overall, Coaches & Team Officials must display the professionalism and respect an average parent would expect in a volunteer community based hockey organization. Any question, clarification, complaint shall be directed to the appropriate individual in CCMHA.

## **5.3 Standard of Behaviour for Players**

Players shall:

- Respect their coaches, parents, fans and other team mates at all times.
- Never disrespect another player, coach or referee for alleged bad calls, missed calls, short shifts or any other reason which may occur in the game of hockey. Shall never intentionally hurt someone.

- Avoid the use of foul language.
- Never disrespect the CCMHA organization, its volunteers, Executive Committee or Board.
- Never disrespect Hockey Nova Scotia or any other hockey organization.
- Follow all reasonable direction of the coach, manager and other team officials.
- Not contact Hockey Nova Scotia directly unless permission has been granted by an individual from the CCMHA Executive Committee.
- Demonstrate a positive attitude to the game, practice and learning in general. Shall wear the equipment required by Hockey Nova and Hockey Canada including neck guards for players and plastic puck shields for goaltenders.
- Arrive for games, practices and other team functions at the time specified by the team.
- Maintain dressing rooms in a clean and orderly fashion. Clean up any garbage left in the room.
- Respect the rules set out by the rink authorities.

#### **5.4 Standard of Behaviour for Volunteers, Board Members and the Executive Committee**

The Board, the Executive Committee and all volunteers shall:

- Abide by CCMHA Policies and By-laws.
- Maintain the integrity, purpose and values of the organization at all times.
- Respect the members, Board and Executive Committee and not cause any public embarrassment or humiliation.
- Be supportive and respectful of each other.
- Not use their position for personal profit, personal gain or their child/children's gain.
- Not use their position to influence the selection of a team official or benefit any team or individual(s) within the organization. Use the position for the benefit of CCMHA as a whole.
- Act in an ethical manner at all times as one would expect from an organization of integrity.
- Maintain the information of CCMHA including but not limited to financial information, strategy, actions or any matter or decision by the Board of Directors, Committee or subcommittee as confidential.
- Any other person present at a Board, committee, sub-committee meeting shall be bound by this confidentiality provision.

### **6. BREACH OF THE CODE OF CONDUCT**

CCMHA stipulates that any issues involving a breach of conduct by any member of CCMHA including Executive, Directors, Category Directors, Team Officials (Coaches, Assistants, Trainers, Managers etc.), Players, Parents and Supporters, shall be directed to the CCMHA Board of Directors. Any Director or CCMHA Official, on receiving an Incident Report or Complaint Report, shall notify the CCMHA Board of Directors.

The CCMHA Board of Directors may choose upon the report of the Incident or Complaint, to issue a temporary immediate suspension from all association functions until such time as a decision has been made by the CCMHA Board of Directors.

#### **6.1 Informal Process**

If the majority of the CCMHA Board of Directors believe that the matter can be dealt with on an informal basis without the necessity of a hearing, the Board may investigate the complaint, including

accepting submissions (verbal or written) from the Complainant, the person(s) being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered.

The Board shall provide written notice of its decision to the Complainant and the party being investigated. Should either the Complainant or the party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request a Public Hearing to present their case to the Membership.

## **6.2 Public Hearing or Private Hearing**

The CCMHA Board of Directors shall establish a date and time for the Public Hearing. If either the Complainant or the Respondent fails to appear at the hearing, the hearing shall be conducted in the Complainant or Respondent's absence with the witnesses and information available.

## **6.3 Conduct of the Public Hearing**

In accordance with CCMHA Conflict of Interest Policy, prior to the hearing, any member who is in, or could be perceived to be in a conflict of interest shall declare such conflict and leave the Hearing. This will also apply to any other stages subsequent and related to such hearing.

The Director, Risk Management shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the Director, Risk Management is not available, the remaining members of the Board shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing.

The witnesses will not be sworn nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape, video or use other electronic media in the proceedings.

The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual or legal counsel. The only exception to this rule is that minors must be accompanied by a parent or guardian.

The Board and Members are volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing.

The Members present shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal at the outset but shall be confirmed in writing.

Documentation on each matter referred shall be comprised of the original complaint or incident report, copies of all correspondence, statements, notes as well as a copy of the written decision of the Board.

## **7. REVIEW**

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.