

HMHA
DISCIPLINE POLICY
HARASSMENT AND ABUSE POLICY (may 2005)



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HMHA Mission Statement:

We dedicate ourselves to the advancement of amateur hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

HMHA Purpose Statement:

Provide youth and volunteers a rewarding experience through organized hockey.

HMHA Core Values:

1. Provide a safe and fun environment for all participants.
2. Develop players and coaches through quality innovative hockey programs.
3. Promote sportsmanship through mutual respect and fair play.
4. Committed to providing a cost effective program available to all youth within the community.

Hespeler Minor Hockey Association

BOARD OF DIRECTORS Code Of Conduct

We will adhere to all rules and regulations as put forth by the CHA, OHF, OMHA and as identified in the HMHA bylaw.

S

We will support programs that train and educate players, coaches, parents, officials and volunteers.

H

We will work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.

A

We will, to the best of our ability, put aside personal issues and focus on our role within the Board to provide the best amateur hockey to all players.

M

We will respect, support and encourage each other to do the best job possible in order to make HMHA's Mission Statement a reality.

R

We will enforce a zero tolerance policy towards harassment and abuse.

O

We will respect game officials, coaching staff, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.

C

We will not tolerate offensive comments, gestures or inappropriate behaviour directed toward game officials, coaching staff, players, parents, competitors or volunteers of this association.

K

We will demonstrate behaviour conducive to being role models to the youth and families in our sport at all HMHA events and Board meetings.

S

We will always be mindful of the importance of confidentiality with respect to the many personal issues that must be dealt with by the Board.

HMHA Director's Name

HMHA Vice President's Name

HMHA Director's Signature

HMHA Vice President's Signature

Date _____

Hespeler Minor Hockey Association

COACHING STAFF Code Of Conduct

Must ensure all members of the coaching staff follow and enforce codes of conduct including rules and regulations as put forth by the CHA, OHF, OMHA and HMHA.

Will treat all participants in a manner that promotes fairness, integrity and mutual respect. Must refrain from making comments or gestures that are disrespectful, offensive, abusive, racist or sexist in any way.

Will set a fine example for all children and be a role model for participants on and off the ice.

Will promote and enforce all safety regulations to protect the health and welfare of all participants.

Verify with the Trainer to the best of your ability that all players are healthy and physically fit prior to allowing them on the ice.

Will remember that children are involved in hockey for the fun and enjoyment of the game. Players must learn how to win or lose with dignity and respect for all participants.

Will promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement. Must remember that all players need and deserve their fair share of ice time to improve and develop hockey skills.

Must be reasonable when scheduling extra games or practices, remembering that players have other interests and obligations.

Will teach participants to play fair and respect the rules of the game, opponents and officials.

Will strive to ensure that all players get equal instruction, guidance and support.

Must ensure that no player is subjected to harassment or abuse as a result poor performance or mistakes made during a practice or game.

Will obtain necessary training and certification to upgrade and improve coaching skills and knowledge.

Will work in cooperation with Hespeler Minor Hockey Association members and executive to provide a fun and safe environment that is free of harassment or abuse.

HMHA Coaching Staff Member's Name

HMHA Official's Name

HMHA Coaching Staff Member's Signature

HMHA Official's Signature

Date _____

Hespeler Minor Hockey Association

PARENT/SPECTATOR Code of Conduct

It is a policy of the HMHA to provide a safe and fun environment for children to play organized hockey.

Let all participants play for the fun of the game and do not spoil your child or any other child's fun.

Encourage your child to play by the rules and to enjoy the game.

Respect all players, coaches, opponents, game officials and spectators.

HMHA enforces a zero tolerance policy towards situations of harassment or abuse directed against game officials, players, coaches or spectators.

Recognize that every member of the HMHA is a volunteer. Help and encourage all volunteers whenever possible to allow them to work to the best of their ability.

Recognize and applaud good play by your child as well as members of both teams.

Do not embarrass your child by yelling at players, coaches, game officials or spectators. Your child will benefit when you show a positive attitude towards the game and all of its participants.

HMHA Parent's Name (print)

HMHA Official's Name

HMHA Parent's Signature

HMHA Official's Signature

Date _____

Hespeler Minor Hockey Association

PLAYER Code of Conduct

I am participating in hockey because I want to, not because others including parents or coaches want me to play.

I will play by the rules of hockey and in the spirit of the game.

I will represent the HMHA and my community in a responsible manner.

I will respect my team mates, opponents, game officials and spectators.

I will do my best to be a true team player.

I will remember that winning is not everything. Having fun, improving skills, making friends and doing my best are also important.

I will remember that coaches and officials are there to help me. I will accept their decisions and always show them respect.

Failure to comply with this code of conduct may result in disciplinary action.

HMHA Player's Name (print)

Date

HMHA Player's Signature

HMHA Official's Name

Date

HMHA Official's Signature

DISCIPLINE AND DISCIPLINE COMMITTEE

- 1) All matters relating to discipline or any matter dealing with an alleged contravention of HMHA rules and regulations will be referred to the HMHA convenor of the respective division.
- 2) Any allegation of Abuse and/or harassment **must** be referred to the Vice president of HMHA.
- 3) HMHA encourages convenors, coaches and parents to do their best to resolve their issues at the grass roots level.
- 4) If resolution cannot be achieved at the team or division level, the issue may be referred to a Discipline Committee after consultation with the HMHA Vice President.
- 5) **DISCIPLINE COMMITTEE:** The Vice president in consultation with the President shall appoint a Discipline Committee consisting of at least three members, one of whom shall be the Chair and one who shall act as recording secretary.
This committee shall hear all protests and charges brought against any registered player, coach, manager, team or any member of the Association for alleged violation of Hespeler Minor Hockey Association By-Laws, Rules and regulations and/or HMHA Codes of Conduct.
The only exception will be any allegation concerning Abuse and/or Harassment, which must be handled by the Hespeler Minor Hockey Association harassment and Abuse Fact Finding Committee.
- 6) The Discipline Committee shall be empowered to impose any such penalties as it deems appropriate following a hearing of all pertinent matters.
- 7) Any suspension issued by the Vice President or Discipline Committee of six games or less shall be without right of appeal.
- 8) All automatic suspensions shall be without right of appeal.

APPEAL PROCESS

- 1) All other decisions of the discipline committee or the Vice President that do not fall under number 2 or 8 may be appealed in writing and accompanied by a fee of \$50.00.
- 2) Once a written appeal is received with the prescribed fee, the HMHA Board will set a hearing date to take place within seven days.
- 3) The scope of the appeal will be limited and will be based on the written record only. No witnesses will be called.
- 4) Members of the Board of directors who have direct connection with the charge and/or individuals involved shall not vote on the appeal.
- 5) The HMHA Board decision is final and binding
- 6) The individual has the right to appeal the decision and sanctions of the Board in accordance with OMHA's Appeal policy.

HESPELER MINOR HOCKEY ASSOCIATION

HARASSMENT AND ABUSE POLICY

INTRODUCTION

HMHA'S first priority is to protect its players. At the same time, coaches, parents and officials can be the targets of harassment and abuse and neglect, during their participation in the sport. HMHA aims to eliminate ALL harassment and abuse in the HMHA, no matter who the person harassing or abusing is, and no matter who the victim is.

THEREFORE, every individual who participates in activities, including the parents, guardians or caregivers of the players, will be expected to learn, know and abide by the rules, guidelines, and Codes of Conduct being introduced. Failure to do so may result in disciplinary action, including potential expulsion.

RISK MANAGEMENT

HMHA recognizes the importance of risk management in the promotion of safety for all participants. HMHA expects every parent and volunteer to take all reasonable steps to safeguard the welfare of its participants. The process of identifying and assessing risk factors has resulted in the implementation of the following initiatives in an effort to minimize if not eliminate these risks.

VOLUNTEER MANAGEMENT

- Volunteer screening: All volunteers who will have contact with children are required to have a Police Record Check.
- Job Descriptions for all Board members and coaching staff have been completed. Risk management responsibilities for each position have been identified.
- Coaching Applications are required from all coaches and their staff for screening, assessment of suitability and insurance purposes.
- Interviews of all potential coaches at the representative level are required. A minimum of two references are verified.

EDUCATION

- Coach Certification: Coach level certification is mandatory at the representative level. IP certification is mandatory at the CHIP level of House League Hockey.
- Trainer certification: Each Team at the Representative level is required to have a trainer on the bench for games and practices. A trainer is to be on site for all House league practices and games.
- Prevention Services (Speakout Clinic): All coaching staff and Board Members are required to attend a Speakout Clinic. All parents and other volunteers are encouraged to attend a Speakout clinic.
- Clinics: The Development Coordinator of HMHA is responsible for organizing clinics for Coach level, Trainer and Prevention Services throughout the year. HMHA reimburses the cost of these clinics to all participants in HMHA.

POLICIES and GUIDELINES

- Codes of Conduct for parents, players, coaches and Board members have been developed and implemented.
- Police Record Check policy and procedure has been implemented.
- Harassment and Abuse policy and procedure has been formalized and implemented.
- Discipline Policy and procedure has been formalized and implemented.
- Confidentiality Policy has been implemented.
- Conflict of Interest Policy has been implemented
- Travel Manual for Coaches has been developed
- House league Manual for convenors and coaches has been developed.
- Waiver for Transport form has been developed and implemented.

PROTECTION

- HMHA and the City regularly review programs and operating procedures to minimize and eliminate risks connected with HMHA's program.
- Insurance is provided by the CHA through a yearly premium levied on all participants and volunteers. This provides protection for all participants against the consequences of unavoidable risks.
- Director' and Officer's Liability Insurance. HMHA has purchased a separate liability policy to reduce the liability exposure of all Board members and the Association as a whole.

POLICE RECORD CHECKS

Police record checks are mandatory for all volunteers of H.M.H.A. that fill the following positions:

- Executive board members
- Head coaches
- Assistant coaches
- Trainers
- Managers
- Convenors

These Police record Checks cannot be more than 4 months old when accepted by H.M.H.A. A new Police Record Check will be required every 4 years. Volunteers are strongly urged to do this **immediately** at the beginning of the season in an attempt to reduce problems through the season.

PROCEDURE FOR POLICE RECORD CHECKS

1. Applicant to go in person to a Waterloo Regional Police Detachment with a letter from the association (available from the office or website) and ask for a Police Record Check. Payment of a \$10 fee is required at this time.
2. About 2 or 3 weeks later they will call and ask you to return to the detachment to pick up the completed Police Record Check.
3. Forward the original copy (WRITE ON THE SEALED ENVELOPE: YOUR NAME AND TEAM AND "PRC CONFIDENTIAL") in person to the Vice President of H.M.H.A. through the hockey office or mail it to:

Hespeler Minor Hockey
Box 24041
Cambridge, Ontario
N1R 8E6

- 4) The applicants not approved will be notified by phone and registered letter. Their volunteer activities with H.M.H.A. are suspended from that time on.
- 5) Rejected applicants have the right to appeal as outlined under the Appeal process.
- 6) The Vice President of H.M.H.A. will keep records current and monitor the status of required Police record checks as per H.M.H.A. policy.
- 7) All Police record Checks will be kept by the Vice President and will be destroyed four years after the date of issuance.
- 8) After October 1, ANY VOLUNTEER who has NOT completed their PRC may be suspended from their volunteer activities.

POLICE RECORD CHECK CRITERIA

Individuals with outstanding Criminal Code convictions or charges pending for the following offences will not be accepted to volunteer in any of the above positions.

No time exclusion for any of the criteria with the exception of criminal offences related to bona fide occupational requirements where the time exclusion window will be up to ten years.

- Physical or sexual abuse
- Sexual exploitation, sexual interference, sexual assault or invitation to sexual touching
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse

- Any violent offence against children
- Outstanding convictions or charges pending for any violent offences, whether or not it involved weapons
- Any offence relating to children that the professional designate deems inappropriate
- Individuals with outstanding convictions, (within last ten years) for criminal offences related to bona fide occupational requirement or qualification may be excluded from a position of trust depending on the circumstances (eg fraud)

Every member or volunteer once accepted is obliged to inform the President of H.M.H.A.

If he/she is charged, tried or convicted of any offence under the criminal Code or under other federal or provincial statutes if that offence is relative to a position of trust held by the individual.

APPEAL PROCESS

Applicants who are rejected as a result of the Police Record Check process have the right to know why he or she is being refused. They may appeal to the Board of Directors in writing within 10 days of official receipt of notification. Letters are to be addressed to the President of H.M.H.A.

HMHA CONFLICT OF INTEREST POLICY

Definition

A “conflict of interest” is any situation where your personal interests or those of a family member, business associate or business in which you hold a significant interest could influence your decisions and impair your ability to act in HMHA’s best interests or represent the Association fairly, impartially and without bias. It is important to note that a “conflict of interest” exists if the decision could be influenced – it is not necessary that influence take place.

Rationale Declaration of conflicts of interest in the Association’s decision-making process is necessary to maintain objectivity and credibility. Disclosure of real and perceived conflicts of interest maintains confidence in the Board of Directors and committee members and assures fairness and impartiality in decision-making.

Guidelines

- 1) Unless authorized by the board, you may not act on behalf of the organization or participate in the decision making process in any matter where you are in a conflict of interest or appear to be in a conflict of interest.
- 2) You may not use your position or your affiliation with the Association to pursue or advance your personal and or business interests or those of a person described in the definition.
- 3) You must not personally benefit from any decision involving the Association except in situations authorized by the board.
- 4) You must have authorization from the board to use for personal purposes, property owned by the Association.
- 5) You personally may not use the Association’s funds to make a gift, charitable donation or political contribution to anyone on behalf of the Association. Any gift must have the authorization of the board of directors.

Procedure

- 1) If you are a board or committee member you must immediately disclose a real or perceived conflict of interest when the conflict first becomes known.
- 2) The “appearance of a conflict of interest” occurs when a reasonably well informed person properly could have a reasonable perception that you are making decisions on behalf of the Organization that promote your personal interests or those of a person described in the definition.
- 3) If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the committee involved or the board of directors.
- 4) Even if you are not a director, if you are in a position to influence decisions made on behalf of the Association, the board must treat you as if you are a director.
- 5) You must absent yourself from any portion of a meeting or process in which decisions are being made that relate to your real or perceived conflict of interest.
- 6) The Recording Secretary will maintain a record of real or perceived conflicts of interest in the event that the Association is challenged regarding any decision made.

- 7) If a decision has been made wherein the “conflict of interest” guidelines have not been followed, the board will decide whether the process was sufficiently influenced to warrant the decision null and void.

DEFINITIONS OF ABUSE

WHEN IS MY CHILD UNSAFE?

When someone uses his or her power or position to harm them emotionally, physically and/or sexually - this is ABUSE!! Your child's safety is also at risk when he or she is threatened, intimidated, taunted or subjected to racial slurs by a peer - this is HARASSMENT! Harassment can also occur when an adult discriminates against a youth.

ABUSE IS ANY FORM OF PHYSICAL, EMOTIONAL AND/OR SEXUAL MISTREATMENT OR LACK OF CARE, WHICH CAUSES PHYSICAL INJURY OR EMOTIONAL DAMAGE TO A CHILD. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or a breach of trust.

WHAT IS EMOTIONAL ABUSE?

Emotional abuse is a chronic attack on a child's self esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, intimidating, isolating, hazing or ignoring a child's needs.

It is not:

- **Benching a player for disciplinary reasons**
- **Cutting a player from a team after tryouts**
- **Refusing to transfer a player**
- **Limiting ice time**
- **Yelling instructions from the bench**

* **REJECTING** - to refuse to acknowledge, believe, hear, or support the child's/youth's worth, or the legitimacy of his/her needs Examples: humiliation, excessive criticism, use of labels, scape goating, use of negative names, expulsion from the team without due cause.

* **ISOLATING** - unreasonable separation from others; to cut a child/youth off from normal social experiences which results in extreme aloneness
EXAMPLES: prohibiting interaction with others, withdrawing or preventing athletes from participating in school or regular activities; preventing interaction/contact with family/friends

* **TERRORIZING** - to coerce by intimidation, causing a state or instance of extreme fear, violent dread, or fright; children/youth can be terrorized through observing or being threatened by violence in their homes
EXAMPLES: teasing, scaring, verbal threats of harm, rages, inconsistent demands, changing rules, ridiculing, threats to reveal embarrassing/private information, threatening dismissal from the team, forcing athletes to participate in an unsafe activity.

* **CORRUPTING** - to render anti-social or maladjusted; to change from good to bad; to encourage destructive, anti-social behaviour
EXAMPLES: rewarding socially unacceptable behaviour, endorsing athlete's violent behaviour or attitude, encouraging substance use and abuse (alcohol, illicit drugs, steroids), reinforcing racial or hatred-based biases, reinforcing bizarre rituals or habits (hazing))

* **IGNORING** - to fail to provide sensitive, responsive care-giving; to deprive children/youth of essential stimulation and responsiveness; to interact only when necessary; to be psychologically unavailable.

EXAMPLES: acting "cold", withholding responses, favouring one individual over others, ostracizing individuals, not allowing athletes a voice, failing to intervene when help is needed.

* **EXPLOITING** - to make use of someone for one's own advantage or profit; to make excessive age-inappropriate demands

EXAMPLES: giving athletes responsibilities far greater than they can handle at their developmental age, using the athlete to meet adult's needs, treating an athlete as property

WHAT IS PHYSICAL ABUSE?

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

WHAT IS NEGLECT?

Neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated, players are made to play with injuries, equipment is inadequate or unsafe, or road trips are not properly supervised.

WHAT IS SEXUAL ABUSE?

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

CONTACT

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

NON CONTACT

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

When any person has a reasonable belief that a minor is being abused or neglected, he or she is obligated by law to report this belief to the Ontario Child Protection Authority if the child is under 15, and to the Police if 16 and over and shall advise the Vice President of HMHA of this report.

The HMHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

The matter shall be dealt with under HMHA Harassment and Abuse Procedure and the report of the investigation carried out by the authorities may be used as evidence under these proceedings.

DEFINITION OF HARASSMENT

HARASSMENT IS A BEHAVIOR, BY ONE PERSON TOWARDS ANOTHER, WHICH IS INSULTING, INTIMIDATING, HUMILIATING, MALICIOUS, DEGRADING OR OFFENSIVE. IT CREATES NEGATIVE AND UNCOMFORTABLE FEELINGS FOR THE PERSON OR GROUP OF PERSONS, TO WHOM IT IS DIRECTED. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behaviour, to a feeling of terror or even fear for their safety.

Harassment can include:

- * Condescending, patronizing, threatening or pushing actions, which undermine self-esteem;
- * Practical jokes which cause awkwardness or embarrassment, or which may endanger a person's safety;
- * Hazing, unwanted physical conduct;
- * Retaliation for having raised a concern, filed a complaint, etc.

WHAT IS HARASSMENT?

Harassment is behaviour, which is insulting, humiliating, malicious, degrading or offensive. Harassment can be a pattern of behaviour, a 'chilly' or 'hostile' environment or a single event. Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a joke by another person. But it is the impact of the behaviour on the victim that is the most critical, not the intention of the person who is doing the harassing.

Like abuse, harassment is the misuse of power. Harassment can be non-criminal or criminal and falls into three categories: personal, sexual or abuse of power and authority.

Personal harassment is any unwelcome behaviour that degrades, demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome.

Examples are written or verbal abuse or threats, practical jokes that cause embarrassment or endanger a person's safety, discriminating against a person or use of degrading words to describe someone.

Sexual harassment is unwelcome behaviour of a sexual nature that negatively affects the person or the environment.

Examples are questions about one's sex life, sexual staring, sexual comments, unwanted touching, persistence in asking someone for a date even after they have said "No", and sexual assault. Abuse of power or authority is when someone uses the power of his or her position or authority to negatively control, influence, discriminate or embarrass another person. Examples are displays of favouritism or dis-favouritism, subtle put-downs or ostracism.

What is hazing?

Hazing is humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted.

CONFIDENTIALITY

The HMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the HMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

COMPLAINT PROCEDURE

1. A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred, is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of the HMHA and this policy.
2. If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal complaint to the HMHA.

Receiving a Complaint

Complaints can be received in two ways.

a) **Written Disclosure** Disclosure of this type are usually in the form of a letter and in many cases by a parent, team official or player. It is important that the letter contain enough detail to provide the Association with a clear understanding of the event or circumstance surrounding the abuse/and or harassment which in turn will facilitate a decision as to the severity of the incident with the appropriate action. A report titled “Harassment and Abuse Disclosure Report” should be filled out and the correspondence attached to the form creating a file. The file is handed to the Vice president who will apprise the President of its receipt.

b) **Verbal Disclosure** Disclosures of this type usually comes to the Association through a coach, trainer, manager, convenor or Board member. All disclosures of harassment and abuse need to be documented and reported accurately.

The person who hears the disclosure or suspects the abuse **must make the report.**

The responsibility for reporting **cannot be assumed by any other person.**

Again the “Harassment and Abuse Disclosure report” should be filled out by the person hearing the disclosure and a file is formed.

The file is handed to the Vice president who will apprise the President of its receipt.

c) **File Creation:** The Vice president assigns a six-digit file number to the complaint. (year,month,number eg 030201) and ensures enough information has been received to proceed. The file will also include follow-up investigation reports.

d) **Decision To Proceed:** The Vice President will review the file and decide according to provincial legislation, the Criminal Code and HMHA’s H&A Policy whether the matter is to be turned over to the Authorities or not. If the file is handed over to the Authorities, HMHA will wait for them to advise as to the need for an HMHA investigation. If the matter does not need to be referred, the file will be turned over to an H&A Fact Finding Committee. This committee will be appointed by the Vice president in consultation with the president and will consist of no fewer than four persons. The committee will be chaired by the Vice president. Ideally an outside professional experienced in harassment and abuse matters and investigation techniques, would be recruited to sit on this committee.

INVESTIGATION

- 1) The Harassment and Abuse Committee should be allowed the opportunity to informally resolve the issue. Informal resolution through mediation may be appropriate. If this is not possible the complaint should proceed to a formal hearing.
- 2) Harassment and Abuse hearings will be held in camera.
- 3) The Committee cannot operate and does not operate as a court of law. Therefore an informal but fair fact finding hearing will be held.
- 4) The Committee will in advance of the hearing establish which information and or witnesses will be pertinent to the enquiry.
- 5) Only those individuals that were impacted directly or have pertinent information will be asked to appear. The Committee encourages all parties to be brief and to the point. Only necessary witnesses will be heard from.
- 6) Minor- aged players will not be involved in the hearings unless absolutely necessary. In extraordinary circumstances when the minor's input is necessary, the minor must be accompanied by their parent or legal guardian.
- 7) After a witness has given her/his version of events, questions may be asked by the committee members.
- 8) Witnesses providing information shall only provide facts that they personally witnessed. Hearsay or speculation is not acceptable.

OUTCOMES

- 1) The Committee decision will consist of a statement that concludes whether there was a violation of the harassment and Abuse Policy.
- 2) If there was a violation, the Committee in conjunction with the OHF and OMHA will make recommendations that may include but are not limited to:
 - a) Suspension
 - b) Dismissal
 - c) Probation
 - d) Attendance at a Harassment and Abuse prevention seminar
 - e) Other sanctions
- 3) A written report is submitted to the President and attached to the file.
- 4) The Committee decision is to be mailed to all parties and to the OMHA.

APPEAL PROCESS

- 1) The decision of the H&A Committee may be appealed to the HMHA Board of Directors. A letter of appeal must be received within 48 hours of the complainant receiving the decision.
- 2) The scope of the appeal is limited and will be based on the written record only. No witnesses will be called.
- 3) The HMHA Board decision is final and binding.
- 4) The individual involved has the right to appeal the Board decision in accordance with the OMHA's Appeal policy.

SUMMARY TO THE BOARD

Outcomes will be summarized and presented to the Board while maintaining confidentiality of parties involved.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

HARASSMENT AND ABUSE DISCLOSURE REPORT

Date: _____ HMHA File # _____

Youth's Name: _____ **Birth Date** _____ **Sex** _____
Address: _____ **City** _____ **Postal Code** _____

Parent/Guardian's Name _____ **Phone #** _____
Address: _____ **City** _____ **Postal Code** _____

1. Alleged Offender: _____ **Phone #** _____
Address: _____ **City** _____ **Postal Code** _____

2. Alleged Offender: _____ **Phone #** _____
Address: _____ **City** _____ **Postal Code** _____

DESCRIBE WHAT THE YOUTH OR WITNESS SAID:
(record facts and statements, not interpretations)
(attach additional pages and or documents, letters etc. or use reverse side.)

DATE OF OCCURRENCE: _____ **LOCATION** _____
INJURED OR AGGRIEVED PARTY REQUEST:

DESCRIBE THE CONTEXT OF THE DISCLOSURE (where it occurred, other people who listened)

PERSON(S) RECEIVING DISCLOSURE:
Print Name: _____ **Signature:** _____
Address: _____ **City** _____ **Postal Code** _____
Phone #: _____ **Position** _____ **Date** _____
Observations: