



SPEAK OUT

**PROMOTING POSITIVE
BEHAVIOUR IN HOCKEY**





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POLICY STATEMENTS

- 1.1 It is the policy of the OHF that there be no harassment, abuse or bullying of any participant in any of its programs.
- 1.2 The OHF expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the OHF and each of the OHF Member Partners to take reasonable steps to safeguard the participants against harassment, abuse and bullying.

2. EFFECTIVE DATE

- 2.1 June 27 1998
- 2.2 Revised March 2011

3. OHF MEMBER PARTNER REQUIREMENTS

- 3.1 OHF Member Partners are responsible for adopting and implementing a policy similar to, and consistent with this policy.

4. DEFINITIONS

4.1 Child

Child means a person between the age of 0 and 16 years.

4.2 Youth

Youth means a person between the age of 16 and 18 years.

4.3 Adult

Adult means a person who has reached the age of maturity. In the Province of Ontario this age is 18 years.

4.4 Bullying

Bullying describes behaviours that are similar to harassment, but occur between **child and youth** that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into five categories:

4.4.1 Physical Bullying:

Hitting, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another persons property; used most often by boys.

4.4.2 Verbal Bullying:

Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.

4.4.3 Relational Bullying:

Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person; used most often by girls. This may happen in person, over the phone, through the computer.

4.4.4 Reactive Bullying:

Engaging in bullying as well as provoking bullies to attack by taunting them

4.4.5 Cyber Bullying:

Involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as facebook and twitter, defamatory personal websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others, threaten, harass, embarrass, social exclude or damage reputations and friendships.:

4.5 Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. **Any of the different forms of harassment must be based on a prohibited ground of discrimination in human rights legislation, including race,**

ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Types of behavior which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, **based on a ground of discrimination**, which undermine self-esteem or diminish performance.
- Practical jokes **based on a ground of discrimination** which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under Child Protection Legislation).
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

4.6 Abuse

Child 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 breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

4.6.1 Emotional Abuse

Emotional abuse is a chronic attack on a child or youth'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, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

4.6.2 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, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

4.6.3 Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Some examples of neglect occurring in a sport environment are:

- *Inadequate Shelter/Unsafe Environments:* Lack of maintaining equipment or facility; forcing athletes to participate without proper protective equipment.
- *Inadequate Clothing:* Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- *Inadequate Supervision:* Leaving young athletes unsupervised in a facility or on a team trip.
- *Lack of Medical/Dental Care:* Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- *Inadequate Education:* Encouraging athletes to not do homework, to not attend school, or to drop out.
- *Inadequate Rest:* Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- *Inadequate Moral Guidance & Discipline:* Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornography to young athletes.

4.6.4 Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

4.7 Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OHF Code of Conduct and that is not harassment, abuse or bullying.

4.8 Complaint

Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the OHF.

4.9 OHF Personnel

OHF personnel include OHF office employees, council and committee chairs and members, Directors and Officers and any other personnel that may be identified by the OHF President.

4.10 Billet

Any community volunteer who applies or is requested by an OHF Member Partner club, association team or league, to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

5. SCREENING PROCESS

The OHF will conduct the following 10-step screening process for OHF Personnel and recommends that each Member Partner and their members follow the same 10-step screening process within their respective jurisdictions, with the exception that steps 5.7 and 5.8.2 of the 10-step screening process shall be required of all organizations within the jurisdiction of the OHF.

Volunteers and staff who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.

5.1 Position Design

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design. (see Appendix B)

5.2 Position Description

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position (see Appendix A).

5.3 Application Form

Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate (see Appendix C).

5.4 Formal Recruitment Process

Post all staff and volunteer positions and indicate that screening is a part of the application process.

5.5 Conduct Interviews

Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the President and Executive Director.

5.6 Reference Check

Implement a standard reference check questionnaire and follow through with candidate's list of references.

5.7 Criminal Record Check

All coaches, assistant coaches, trainers, managers, on-ice officials and anyone else determined by the Risk Assessment Tool (Appendix B) will be subject to Criminal Record Checks, as follows:

5.7.1 The OHF requires that any check include a **vulnerable sector check** and search of the national Canadian Police Information Centre database (CPIC).

5.7.2 Any check submitted that is older than six (6) months must be accompanied by a **Criminal Offence Declaration form** or a **notarized sworn document** may also be used as an alternative to the Criminal Offence Declaration form. A receipt from the local police station indicating that the process has been initiated must also be included.

5.7.3 Checks of a person's service are not necessary every year of a person's service, but are required for the first year in a position that mandates one and every four years thereafter.

5.7.4 Previous offences that may exclude a person's application for a position within the OHF include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.

5.7.5 It is recommended that Billets used within the OHF be properly screened by the Member Partner or his or her association, club or league and in addition, complete a Criminal Record Check (CRC).

5.8 Orientation and Training Sessions

5.8.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.

5.8.2 All coaches, assistant coaches, managers and trainers within the jurisdiction of the OHF are required to be certified in the Speak Out Programme.

5.9 Supervise and Evaluate

The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position. An example of supervision may include an unscheduled observation of a practice. An example of evaluation may include an annual staff appraisal.

5.10 Follow Up

Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

6. SCREENING ADMINISTRATION

6.1 OHF Responsibility

The OHF Executive Director (or designate) will maintain records of all OHF Personnel required to be certified in Speak Out. The Criminal Record Checks, of staff and volunteers of the OHF (rather than the OHF Member Partners) who are required to submit such information, will be directed to and maintained by the OHF Legal Counsel.

6.2 OHF Personnel will be required to provide a Criminal Record Check upon assuming their role or, at the request of the OHF President, and every four years thereafter. Where a volunteer or staff person has provided a Criminal Record Check to Hockey Canada or any member thereof within the past four years that Criminal Record Check may be accepted by the OHF when presented by the applicant. The cost of providing a Criminal Record Check will be assumed by the individual.

6.3 All personal records maintained by the OHF and OHF Legal Counsel will be obtained and secured in compliance with the OHF Privacy Policy.

6.4 Member Partner Responsibility

For the purposes of reporting to Hockey Canada and policy development, OHF Member Partners are required to maintain records of all Speak Out certified personnel within their jurisdiction and provide relevant statistical information to the OHF at the conclusion of each season (number of training sessions, number of certified participants, etc.).

7. RECEIVING A COMPLAINT

- 7.1** When there is a complaint of abuse (as defined in the [Child Protection Act](#)) of a child participant there will be no investigation by the OHF, OHF Member Partner, or any member thereof. Any investigation will be left to the police or appropriate child protective agency.
- 7.1.1** If a complaint of abuse of a child participant results in a conviction, the OHF, OHF Member Partner or member thereof may discipline the individual convicted.
 - 7.1.2** If a complaint of abuse of a child participant does not result in a conviction, the OHF, OHF Member Partner or member thereof may nevertheless discipline the individual subject to the complaint.
- 7.2** Complaints of harassment, bullying or misconduct may be handled informally where possible or formally, but within a reasonable time frame.
- 7.3** The OHF, OHF Member Partners and any members thereof are not required to deal with all complaints. The OHF, OHF Member Partner or member thereof may decide not to deal with the complaint if it is of the opinion that it:
- 7.3.1** could be more appropriately dealt with under another policy, rule or regulation;
 - 7.3.2** is frivolous, vexatious or made in bad faith;
 - 7.3.3** is not within the governing body's jurisdiction; or,
 - 7.3.4** is based on occurrences that are more than six months old.
- 7.4** Complaints of harassment, abuse or bullying will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

8. COMPLAINT ADMINISTRATION

8.1 OHF Responsibility:

- 8.1.1** If a Complaint is directed to the attention of the OHF, all relevant information will be forwarded to the associated Member Partner for follow up and/or investigation.
- 8.1.2** Upon notification of a Complaint the OHF will report the situation and all relevant information to the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines.
- 8.1.3** If a Complaint is addressed to the OHF but relates to an action within a Member Partner, the OHF President will request the relevant OHF Member Partner to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Partner to be dealt with in accordance with this and that Member Partner's policies.

8.2 OHF Member Partner Responsibility:

- 8.2.1** OHF Member Partners shall designate one person or committee to accept complaints originating from within their organization. This person or committee will be identified to the OHF Risk Management Committee at the beginning of each season.

- 8.2.2** Upon receipt of a Complaint the OHF Member Partner will complete an OHF Complaint Intake Form and submit it to the OHF Executive Director or staff designate (see Appendix D).
- 8.2.3** OHF Member Partners will provide an annual report to the OHF pertaining to **complaints that meet the merits of the Speak Out Policy** on or before June 1 each year that will include: (a) The number complaints of harassment, abuse, bullying and misconduct received, (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit, and (c) the number of Speak Out training sessions held and number of certified participants (as per 5.8.2).

9. INVESTIGATION:

- 9.1** In order to remain impartial for the purpose of hearing appeals, the OHF will not engage in investigations except: (a) where it is inappropriate for the OHF Member Partner to do so, or (b) if the initial investigation was conducted incorrectly as determined by OHF By Law 5, or (c) if the complaint is of one Member Partner from another Member Partner.
- 9.2** All investigations of harassment, bullying or misconduct will be conducted in accordance with the OHF Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the OHF President and where third party confidentiality is required the report may not be provided. Upon the final determination a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.
- 9.3** When the OHF is conducting an investigation, the report resulting there from will be received by the OHF Officers for review and determination.
- 9.4** Any decision for the OHF to contact the police on the basis of the Investigation Report will be made by the OHF President.
- 9.5 OHF Member Partner Responsibility:**
- 9.5.1** OHF Member Partners are required to oversee all investigations within their jurisdiction.
 - 9.5.2** Once directed to do so, an OHF Member Partner may not cede its responsibility to:
 - 9.5.2.1.** complete the investigation and;
 - 9.5.2.2.** render a decision within the specified timeframe.
 - 9.5.3** The failure of an OHF Member Partner to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the President or Board of Directors.
 - 9.5.4** OHF Member Partners are encouraged to employ the services of a professional investigation firm or individual, be it that of the OHF or another approved firm or individual.
 - 9.5.5** OHF Member Partners may have access to their portion of OHF Risk Management Funds to pay for fact finding investigations.

10. INVESTIGATION DECISIONS

- 10.1** The following decisions resulting from any investigation may be made:
- 10.1.1** the complaint is with merit;
 - 10.1.2** the complaint is without merit;

- 10.1.3 there is insufficient information to enable a conclusive decision to be made; or
- 10.1.4 the complaint is outside of the jurisdiction of the investigating body.

11. DISCIPLINE

- 11.1 Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the OHF and/or within any of the OHF Member Partners or member thereof found in violation of the Hockey Canada Policy on Harassment, Abuse and Bullying or the OHF Speak Out Policy or the OHF Code of Conduct may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OHF Constitution, By-Laws and Regulations.
- 11.2 Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the OHF and/or any of the OHF Member Partners who knowingly brings a false complaint against an OHF participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OHF Constitution, By-laws and Regulations.
- 11.3 Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse or bullying may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the OHF President or other designate on a case by case basis in accordance with the OHF Constitution, By-laws and Regulations.
- 11.4 Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OHF Constitution, By-Laws and Regulations.

12. APPEALS

- 12.1 Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with OHF By-law 5.

APPENDIX A – OHF Criminal Record Check Policy

All individuals holding the title of coach, assistant coach, trainer, assistant trainer, manager, on-ice official and anyone else determined by the Risk Assessment Tool which is contained in Appendix B of the OHF Speak Out Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.

Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold the above positions or those Association positions determined by the Risk Assessment Tool.

These offences include, but are not limited to, the following:

Offences which deem the Individual ineligible to participate in any capacity as determined by Appendix B

- Assault with a Weapon
- Assault Cause Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery
- Any other offences pertaining to violence, whether or not involving weapons

Offences for which disqualification from participation is to be determined by the Member Partner exclusion policy or as noted.

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substance Act [C.D.S.A.]
- Impaired Driving (while Driver's License is suspended)
- Theft, Fraud and Related Offence (while in a Position of Trust)
- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

An acceptable window of time for the exclusion of offences (minimum of 3 years) shall be determined by the Member Partner. The exclusion of time commences at the expiration of the penalty imposed by the Courts not the date of the charge or conviction.

It is the obligation of any person required to produce a Criminal Record Check by virtue of this Policy to advise his or her Association's Professional Designate responsible for criminal record checks of a charge or conviction under any offence listed in this Policy.

The Ontario Hockey Federation, its Member Partners and their members shall each appoint a Professional Designate to be responsible for the collection and retention of criminal record checks, which must be under the designates control and secured in a safe storage area separate from Association files.

APPENDIX B – Risk Assessment Tool & Rating

Risk Assessment Tool

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 Questions to consider when assessing the risk level associated with each position.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position allow access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Does the person in this position require making physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

If you answered "Yes" to any question above here are some suggested steps:

- ➡ Reference Check
- ➡ Police Record Check
- ➡ Regular supervision
- ➡ Participant evaluation of position
- ➡ Specific behaviour code is provided

APPENDIX C – Criminal Offence Declaration

CRIMINAL OFFENCE DECLARATION

Print Name: _____

Position: _____

Centre Location: _____

I, _____, hereby declare that:

I have no convictions or outstanding charges for offences under the Criminal Code of Canada as specified in the OHF Policy for Police Record Checks up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the OHF Policy for Police Record Checks for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Signature of Applicant: _____ Date: _____

APPENDIX D - Position Design and Description

Position Design:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served:	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

Position Description:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location:	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.

Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.
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Sample Design and Description: House League Head Coach

The following is a sample Head Coach position design and description:

Position Title:	House League Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 15
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • oversee all team activities • manage the safety of the participants • comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OHF Member Partner, OHF and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out! • Must have Coach Level certification.
Boundaries & Limitations:	The Head Coach is bound by the OHF Code of Conduct and all rules, regulations, by laws, articles and policies of the OHF
Orientation & Training:	All new coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head coach is responsible to the club, association, league President and Board of Directors.
Benefits:	all head coach positions are eligible for various volunteer awards

APPENDIX E – Sample Application Form

OHF APPLICATION FORM

This form is to be completed and forwarded to the OHF Office by the date specified in the posting.

Contact Information

Name:					
Address:					
Home Ph:		Work Ph:		Mobile Ph:	
Preferred Email:					
Position you are applying for:					
Relevant certification or education:					
Years of relevant experience:					
Are you eligible to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Please ensure you have attached your resume and at least 3 references (maximum one personal).

Screening

The Ontario Hockey Federation is committed to reducing harassment, abuse and bullying in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that your position may require a police record check.

Do you wish to disclose any previous record(s) of offences?

Not applicable No Yes:

Official Charge	Date of Conviction

Disclosure or discovery of a previous record of offence may be considered in the person's application for position within the OHF. Based on the circumstances of the record, a person may be excluded from participation within the OHF.

Signature

Date

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.

APPENDIX F – OHF Complaint Intake Form



ONTARIO HOCKEY FEDERATION COMPLAINT INTAKE FORM



Please note the following:

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Definitions are provided in Appendix A.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
- The OHF cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the OHF may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Fax or email completed form to 416-426-7347 or speakout@ohf.on.ca

Please complete the following:

1. **Person making the complaint:** Player Parent Volunteer Official Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. **Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name		Last Name	
Birth Date (day / month / year)			

3. **Name of person(s) against whom you are complaining:**

First Name		Last Name	
Title/Role		Name of Association/Club	
First Name		Last Name	
Title/Role		Name of Association/Club	

4. **When did the last incident occur? (date):** _____

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

A. Harassment (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
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Based on:

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

B. Abuse (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
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Please note: Neither the OHF, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

C. Bullying (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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D. Misconduct (refer to Appendix A)

Please note: Complaints of misconduct will generally be directed to the Member Partner or Local Association or Club for formal or informal resolution according to that organization's constitution or policies.

Appendix G: DEFINITIONS

The following are definitions will be used to determine the grounds on which the complaint is made and the process to address it.

The OHF acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OHF Code of Conduct and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviors that are similar to harassment, but occur between child and youth that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into five categories: Physical, Verbal, Relational, Reactive, and Cyber.

Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. **Any of the different forms of harassment must be based on a prohibited ground of discrimination in human rights legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.**

Abuse

Child 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 breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth'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, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

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, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

OHF Code of Conduct

1. The OHF is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all OHF activities, athletes, coaches, parents, directors, volunteers, staff, chaperones and others within each of the OHF Member Partners:
 - a) Shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the OHF will not tolerate behaviour that constitutes harassment or abuse or bullying, and;
 - b) Shall avoid behaviour which brings the OHF and/or it's Member Partners, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs, and;
 - c) Shall not use unlawful performance enhancing drugs or methods, nor shall they engage in activity or behaviour that endangers the safety of others, and;
 - d) Shall at all times adhere to Hockey Canada, OHF and it's Member Partner's operational policies, procedures and any rules governing any competition in which they participate on behalf of the OHF and/or Member Partner.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Partner and/or OHF including the opportunity to participate in OHF and it's Member Partner activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.



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