



NDG Minor Hockey Association Policy on Civility and Conflicts of Interest

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POL17-05-31 - Respect and Civility	
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Approved by ☒ Board of Directors	Date :
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Distributed to: ☒ Volunteers ☒ Parents / Players ☐ Other: _____	Available on the NDG Website : ☒ Yes ☐ No

*Manual: NDG – Policies and Procedures

1. Purpose

1.1 Introduction

The fulfillment of the NDG MINOR HOCKEY ASSOCIATION mission is dependent upon the commitment and contribution of all the individuals comprising the NDG Minor Hockey community.

The NDG MINOR HOCKEY ASSOCIATION, with the contribution of all its community members, is committed to ensuring a civil and violence-free hockey environment, where every person is treated with respect, civility and dignity.

The NDG MINOR HOCKEY ASSOCIATION supports an approach focused on the prevention of violence, which stresses proactive management of non-civil behaviors and conflicts, thereby ensuring that conflict situations do not escalate into violent situations. In addition, it adheres to the Hockey Quebec policy as stipulated in the Administrative Rules and Regulations Chapter 10.

1.2 Preferred Approach

The Association prefers an approach based on sensitization, which contributes to the development of a respectful hockey environment in which civility and the safety of the NDG MINOR HOCKEY ASSOCIATION community members are of most importance.

This document sets out the roles and responsibilities of the individuals subject to this Respect and Civility policy.

1.3 Policy Statement

The NDG MINOR HOCKEY ASSOCIATION is committed to taking the necessary preventive and corrective measures to prevent and eliminate all forms of incivility, violence and harassment in the activities it organizes.

2. Persons/Areas Affected:

This policy applies to all NDG MINOR HOCKEY ASSOCIATION members and its affiliated organizations; without limiting the generality of the foregoing, it applies to the following persons:

- Members of the Board of Directors
- Conveners
- Volunteers
- Parents
- Players

The policy applies to all activities occurring on behalf of or organized by the association, or activities organized as part of sanctioned Hockey Quebec / NDG MINOR HOCKEY ASSOCIATION hockey-related activities and in which NDG MINOR HOCKEY ASSOCIATION members participate.

3. References (or Definition of Terms if applicable)

The NDG MINOR HOCKEY ASSOCIATION is committed to complying with the provisions of the Quebec *Charter of Human Rights and Freedoms*, and all other laws which govern the rights, responsibilities and obligations pertaining to respect for individuals, as well as all applicable policies brought into force by Hockey Quebec and Hockey Montreal.

3.1 Definition of Civility

Civility is defined as behavior that helps maintain the standards of mutual respect. It consists of compliance with rules of conduct that promotes the well-being of all members of the NDG MINOR HOCKEY ASSOCIATION and includes respect, cooperation, politeness, courtesy, good sportsmanship and good interpersonal skills.

3.2 Definition of Incivility

Incivility is defined as behavior contrary to the standards of civility in the NDG MINOR HOCKEY ASSOCIATION'S activities. Incivility is a breach of the basic rules of social existence (respect, cooperation, politeness, courtesy, good sportsmanship and good interpersonal skills), which adversely affects the Association's activities by negatively impacting morale, respect, and the principles of fair play and sportsmanship.

3.3 Definition of Violence

Violence is a situation in which an individual or group of individuals, through their behavior, intentionally or unintentionally cause injury to the safety, dignity or integrity (physical or psychological) of another individual or group of individuals. Violence may occur in a visible or insidious way, as a one-time incident or on an ongoing basis.

3.4 Definition of Psychological Harassment

NDG Minor Hockey Association adopts the definition of Psychological Harassment set out in the *Act respecting Labour Standards*, R.S.Q., c. N-1.1, a. 81.18:

“...“psychological harassment” means any vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

A single serious incidence of such behavior that has a lasting harmful effect on an employee may also constitute psychological harassment.”

Harassment including psychological harassment includes sexual harassment in the workplace and harassment based on any of the prohibited grounds of discrimination mentioned in article 10 of the *Charter of Human Rights and Freedoms*: race, color, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

3.5 Definition of Intimidation or Bullying

According to the *Workplace Bullying Institute*, intimidation is repeated mistreatment that is harmful to health and which may take the form of verbal abuse, offensive comments or any behavior that threatens, humiliates or intimidates another person.

4. Policy Objective

4.1 The Aim of this Policy is to:

- Protect the physical and psychological integrity and dignity of individuals through prevention, sensitization and the resolution of situations resulting from incivility, violence or harassment;
- Provide a healthy, respectful, civil, violence-free and harassment-free environment;
- Set out the principles and direction guiding the actions of the NDG MINOR HOCKEY ASSOCIATION to foster civility, respect and wellbeing;
- Define the roles and responsibilities of the individuals involved in the implementation of the policy;
- Establish a process for responding to complaints regarding violations of this policy.

4.2 The NDG MINOR HOCKEY ASSOCIATION is committed to:

- Implementing active preventive measures against incivility, violence and harassment in hockey so as to sensitize the NDG MINOR HOCKEY ASSOCIATION community to the consequences and harmful effects of these behaviors;
- Promoting accountability and collaboration by the members of the NDG MINOR HOCKEY ASSOCIATION, including members, board members, governors, conveners, volunteers, parents, players in the policy's implementation;
- Ensuring that all individuals are treated fairly, without being subject to prejudice or reprisals, whether they are the complainant, the defendant or witnesses;
- Ensuring that all complaints are processed with diligence and impartiality.

4.3 Confidentiality

- Every complaint filed with the Board pursuant to this policy shall be treated with discretion and confidentiality by the individuals concerned;
- The Executive or, if so requested by the Executive, the Discipline Committee is responsible for responding to each complaint, and may disclose certain information to third parties insofar as this is essential for the complaint's processing or for other purposes authorized by law or by this policy, or for consultation with an advisor.

4.4 Roles and responsibilities

Board of Directors

- The Executive members of the Board of Directors have the responsibility of the policy, and are to inform members of the NDG MINOR HOCKEY ASSOCIATION community of the existence, modification and importance of the policy.
- Provides the necessary measures to ensure that members of the NDG MINOR HOCKEY ASSOCIATION community have the awareness and understanding of this policy;
- Supports the adoption of behaviors consistent with this policy;
- Provides the necessary measures to ensure that all members of the community are informed of the policy and undertake to abide by it;
- Provides conveners with the necessary support to ensure compliance with this policy;
- Acts with discretion and confidentiality in exercising its role and responsibilities;
- Provides oversight of actions taken to ensure compliance with the policy by members of the NDG Minor Hockey Association community and, when needed, investigates allegations of breaches of this policy and, when such allegations are well-founded, takes reasonable measures to ensure that the problematic behaviors cease.

Conveners

- Ensure compliance with the policy and set an example of compliance with it;
- Ensure that the policy is well known and understood by NDG MINOR HOCKEY ASSOCIATION members involved at the level of play they convene;
- Promote compliance to the policy and its civility requirements within the level of play they convene;
- When aware of a situation that contravenes the policy, take reasonable measures to ensure that the problematic behaviors cease;
- Take action to encourage problem resolution;
- May request support from the Executive members of the Board of Directors to help with resolution.
- Act with discretion and confidentiality in exercising their role and responsibilities.

Association community members

- Understand and undertake to abide by the policy;
- Adopt and maintain civility and respectful conduct in all interactions involving other members of the NDG Minor Hockey Association community as well as members of other communities with whom we interact (ex.: opposing teams, associations hosting tournaments we participate in, officials, representatives of Hockey Québec, Hockey Montréal, etc.), thereby contributing to a respectful and non-violent NDG MINOR HOCKEY ASSOCIATION community;
- Raise any issues pertaining to violence or incivility or harassment as promptly as possible to encourage problem resolution;
- Cooperate within the problem resolution process or harassment complaint investigation regarding behavior that breaches this policy;
- Act with discretion and confidentiality throughout the process.
- Sign the applicable Code of Conduct declaration at the start of each season during which they are members of the NDG MINOR HOCKEY ASSOCIATION.

5. Information

All members of the NDG MINOR HOCKEY ASSOCIATION have a responsibility to report to the Executive any incidents that may constitute a violation of this policy.

Any person who contravenes this policy is subject to administrative or disciplinary measures.

Complaints that are frivolous, vexatious or made in bad faith are taken very seriously and may lead to administrative or disciplinary measures.

In certain cases, interim measures may be taken to secure the wellbeing of an individual during the processing of a file.

The NDG MINOR HOCKEY ASSOCIATION reserves the right to intervene or to pursue the processing of a file despite the absence of a formal complaint, or the withdrawal thereof, if there are reasonable grounds to believe that the policy has been violated.

6. Conflicts of Interest

All members of the NDG Minor Hockey Association community must participate in its activities in a way which furthers the interests and objectives of the association and which avoids conflicts of interest.

Conflicts of interest arise when one member of the NDG Minor Hockey Association community must represent the interests of another person or organization which stands to gain something – or is perceived as standing to gain something – from its dealing with NDG Minor Hockey Association.

Examples of conflicts of interest include, but are not limited to: selling services or supplies to the NDG Minor Hockey Association, purchasing services from the NDG Minor Hockey Association, taking legal action against the NDG Minor Hockey Association, promoting the services of another organization which competes with the NDG Minor Hockey Association, representing a family member in a disciplinary matter or investigating the actions of a family member.

Any member of the Board of Directors, Convenor, Coach, Manager must declare to the Board of Directors any conflict of interest which arises from his/her holding that position. The Board of Directors, by majority vote, can relieve the person who has the conflict from his/her position. Should the conflict be of a sufficiently serious nature or be unlikely to resolve itself in a reasonable period of time, the person may be permanently relieved of his/her position. Alternatively, the person may be relieved of his/her position on a temporary basis, for example, when the conflict may be resolved in a reasonable period of time, when an investigation is required to determine if there is indeed a conflict or similar circumstances. A person who finds himself/herself in a conflict of interest may also request to be relieved of his/her position permanently or temporarily. The Board of Directors, by majority vote, has the discretion to grant such a request or to order the permanent or temporary relief of that person from his/her position as above.

7. Review of the Policy

- The NDG MINOR HOCKEY ASSOCIATION undertakes to review this policy no less frequently than every five years.

8. Documentation:

- General Code of Conduct
- Coaches Code of Conduct
- Parent Code of Conduct
- Player Code of Conduct
- Event Report Form



Codes of Conduct

The following guidelines are a supplement to the NDG MINOR HOCKEY ASSOCIATION Code of Conduct.

This commitment to fair play will pave the way for better hockey and positive attitudes. Whether we win or lose, we treat each other with respect.

It is the intention of this pledge to promote fair play and respect for all participants within the NDG MINOR HOCKEY ASSOCIATION.

These principles of Fair Play have been set forth by Hockey Canada and are supported by the NDG MINOR HOCKEY ASSOCIATION.

GENERAL CODE OF CONDUCT - COMMITMENT OF PLAYERS AND PARENTS

I will always keep in mind that children play hockey for their enjoyment. Hockey permits them to develop their physical skills, self-esteem, team spirit and respect for others.

I will have a positive attitude towards the teammates, the officials, the volunteers, the members of the NDG MINOR HOCKEY ASSOCIATION, as well as any other person involved within the hockey experience.

Specifically, I agree to:

- 1) Encourage to respect coaches, teammates, opponents, and officials.
- 2) Not engage in any physical, verbal or psychological abuse against officials, players or any volunteers associated with NDG MINOR HOCKEY ASSOCIATION, nor with any other person with whom I may be in contact within this context.
- 3) Not provoke, antagonize or criticize officials, players or any volunteers associated within the NDG MINOR HOCKEY ASSOCIATION. At all times, I will maintain my self-control.
- 4) Be subject to a disciplinary hearing if I break any conditions of this Code of Conduct.

Distributed with each annual registration package.



Coaches Code of Conduct

The following guidelines are a supplement to the NDG Code of Conduct.
Please review both with the parents and players.

-  Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
-  Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
-  Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
-  Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
-  Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
-  Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
-  Be concerned with the overall development of your players. Stress good health habits and clean living.
-  To play the game is great; to love the game is greater.
-  Abide by all code of ethics of Hockey Quebec and Hockey Montreal.

COACH NAME: _____

Coach's Signature: _____ Date: _____

Distributed annually to coaches / teams



Parent Code of Conduct

The following guidelines are a supplement to the NDG Code of Conduct.
Please review both with the parents and players.

-  Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
-  Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
-  Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
-  Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
-  I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
-  Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
-  Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
-  If you enjoy the game, learn all you can about the game, and volunteer!
-  Abide by all code of ethics of Hockey Quebec and Hockey Montreal.

PARENT NAME: _____

Parent's Signature: _____ Date: _____

Distributed annually to coaches / teams



NDG MINOR HOCKEY ASSOCIATION

Player Code of Conduct

The following guidelines are a supplement to the NDG Code of Conduct.
Please review both with the parents and players.

-  Play for FUN!
-  Work hard to improve your skills.
-  Be a team player - get along with your teammates.
-  Learn teamwork, sportsmanship and discipline.
-  Be on time for practices and games.
-  Learn the rules, and play by them. Always be a good sport.
-  Respect your coach, your teammates, your parents, opponents and officials.
-  Never argue with the official's decision
-  Abide by all code of ethics of Hockey Quebec and Hockey Montreal.

PLAYER NAME: _____

Player Signature: _____ Date: _____

Distributed annually to coaches / teams



NDG MINOR HOCKEY ASSOCIATION

Event Report Form for the administrative file

Personal information



Name of individual: _____

Date: _____ Time: _____

Name of member involved:

Place of incident:

Detailed description of the terms of event



1. How did the situation start? What triggered the problematic situation?

2. What happened during the event? Describes the gestures, words, and actions that were used during the event.

3. What was your reaction? How did you intervene?

After the Event



4. How do you feel? How has the event impacted your activities in the association?

5. What actions were taken?

6. Have you informed another individual?

7. What are your expectations?



Comments and recommendations

Signature : _____ Date : _____