

SECTION 4 – GAME AND CONDUCT MANAGEMENT

4.1 RISK MANAGEMENT

Risk Management includes identifying, assessing and eliminating or minimizing risks in an activity, in this case, minor hockey. SAMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta.

4.2 CODE OF CONDUCT

This code of conduct identifies the standard of behavior which is expected of all St. Albert Minor Hockey Association (SAMHA) members and participants, including but not limited to players, coaches, team officials, parents, guardians, spectators, volunteers, directors and administrators.

- (A) Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies.
- (B) All members and participants of the Association shall be respectful of other members, officials, parents, players, fans, team officials, volunteers, board members, employees and property of the Association. Any inappropriate conduct, verbal threats, abuse, harassment or bullying including the use of profanity directed towards game or team officials, members, parents, players, fans, volunteers, board members, employee or damage to the property of the Association or of another association will not be tolerated.
- (C) All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- (D) Staff and the Board Members of SAMHA are expected to be respectful and believe in a strong and positive atmosphere for all teams, coaches, staff, parents, and fans. They will agree to the following:
 - i. Always represent St. Albert Minor Hockey with class and dignity.
 - ii. Demonstrate respect for all members of St. Albert Minor Hockey including members, board of directors and staff.
 - iii. Comply with all rules and expectations set forth by the Association, Club, League, Hockey Alberta, and Hockey Canada.
 - iv. Board/Staff members must show integrity and professionalism in the workplace and while representing the Association.
 - v. Will not make any derogatory comments as to another individual's race, ethnic origin, color, religion, gender and/or sexual orientation.
 - vi. Refrain from profane, verbal, physical or other abuse (including physical gestures, cyber bullying, derogatory use of social media or improper use of cellphones/audio or video recording devices) always.
 - vii. Not put anyone down, say or do anything that could hurt someone physically or emotionally.
 - viii. Respect all SAMHA property including cellphones, laptops, branding.
 - ix. Control emotions and temper while performing your duties as a representative of SAMHA.
 - x. Will read and follow SAMHA's policies. If they have questions, they can ask the Board or the HR Committee.
 - xi. Understand that not complying with this code of conduct the representative will be disciplined through the Human Resource Committee and Board President. Not complying could lead to:
 - a. Letter on file
 - b. Reprimand
 - c. Suspension or termination.
 - d. Legal action would occur in cases such as corruption, theft or other unlawful behavior.

- (E) The Association will not tolerate obscene, obnoxious behavior in its Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section.
- (F) Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game.
- (G) In no circumstances is a parent or fan to enter the opposing team's dressing room.
- (H) Coaches and other team officials, players, parents and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.
- (I) Violation by any member, fan or participant of any provision of the Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Bylaws or the Operational Policies, Rules and Guidelines of the Association.
- (J) Disciplinary action will follow Hockey Alberta Guide to Effective Conduct Management and Hockey Canada Investigation Guidelines (have links to site)

Updated March, 2021

4.3 Team Management and Supervision

Throughout the hockey season appropriate player supervision should be a priority for all teams. As such, SAMHA endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. This list describes the "Two Deep Method". It is imperative that these guidelines are followed by all.

- vi. The head coach shall at all times be responsible for the conduct of their team, including fans and players.
- vii. SAMHA mandates implementation of the 'Two Deep Cover' process for all team functions including dressing room supervision.
- viii. The head coach or designated team staff shall be responsible for supervision of the team dressing room before and after each ice time.
 - Dressing rooms are only available ONE hour before the game due to scheduling, available space, and supervision requirements.
 - They will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
 - Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images and videos is not permitted.
 - Failure to provide supervision may result in the suspension of the head coach.
 - Any stakeholder found complicit with any undesirable activity will receive an indefinite suspension.
- ix. In their absence, the head coach will designate another registered team official to take responsibility of the team.
 - The responsible person will prevent disorderly conduct before, during or after the game, on or off the ice, and any place about the rink.
 - Failure to provide this responsible person shall ensure an automatic forfeiture of the game.
- x. Minor aged players shall not be left unsupervised at any time while participating in any aspect of hockey activities whether at a game, practice, at a tournament, in a hotel or participating in a special event.

- Players who must leave the ice for equipment repairs, injury, illness, game ejection etc. must be accompanied to the dressing room and supervised by an adult with use of the Two Deep Cover method of supervision.
 - The head coach may be suspended due to failure to provide adequate supervision at all times.
- xi. In compliance with Hockey Canada Rule 81(e), at the end of each period, all players must remain on their respective players' or penalty bench until directed off the ice by the referee.

4.3.1 Supervisory Responsibilities

(A) Dressing Room

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) adults must be present together which is called the "Two Deep Method" of supervision. Additional consideration needs to be taken with respect to adherence to the Hockey Canada Directive on Co-ed Dressing Rooms.

(B) Injury Treatment

The trainer, coach, first responder or safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

(C) Female Players / Co-Ed Teams

Recommend that when using the "Two-Deep Method" with female players / co-ed teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. Please refer to the Hockey Canada Directive regarding co-ed teams.

(D) Road Trips

Ideally, team personnel should not share accommodations with non-family members, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "Two Deep Method" rule is observed at all times. If only one player and one personnel are alone in the room for a brief period of time, the outer door must be left open.

(E) Physical Contact

Team personnel should avoid touching a player, especially when out of sight of others. Use the "Two Deep Method" (two personnel, or two players) supervision system.

(F) Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

(G) Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

4.4 ABUSE, BULLYING AND HARASSMENT

St. Albert Minor Hockey is committed to providing a safe environment for everyone involved in the game, both on and off the ice. Any form of Abuse, harassment or bullying, whether physical, emotional or sexual of any participant is unacceptable.

Who is responsible for Safety?

Each association, team, parent, volunteer and staff member are expected to take all reasonable steps to safeguard the welfare of participants – especially young participants – and protect them from any form of violence. There is a shared responsibility with parents and guardians to nurture the physical and emotional well-being of our players.

(A) Definition of Abuse

Abuse is any form of physical, emotional and/or sexual mistreatment, or lack of care which causes physical injury or emotional damages to a child, whether done in person or through technology, by a person in a position of power. In Alberta, a person is considered a child up to the age of 18 years

(B) Definition of Bullying

Bullying is repeated, unwanted aggressive behavior by one or more individuals towards another. Bullying involves an observed or perceived power imbalance, and can result in physical, social or academic harm or distress for the targeted individual. Bullying is typically behavior that is repeated. A bully is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult. A child is most vulnerable when she/he is alone with another person, or in a group setting where there is inadequate supervision.

(C) Definition of Harassment

Harassment is offensive behaviour – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction. It is conduct that is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Harassment may be a single event or a pattern of mistreatment. Harassment occurs when someone attempts to negatively control, influence or embarrass another person or group based on a prohibited ground of discrimination. Examples include blatant displays of favouritism, subtle put downs or ostracism. 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.

D) Incidents of Abuse, Bullying and Harassment will be dealt with Under Section 5.0 Discipline Immediately.

4.5 Responses and Remedies

- i. Abuse, Harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of abuse, harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
- ii. At the same time, SAMHA recognizes that not all incidents of Abuse, Harassment and Bullying are equally serious in their consequences. Abuse, harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. Sanctions where as possible, will be directed to be corrective not punitive. The process of investigation and settlement of any complaint of abuse, harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Acknowledgement, Investigation and Due process will be followed with the Right to Notice and Defend, allowing the Right to Appeal if deemed necessary. Minor incidents of abuse, harassment or bullying should be corrected promptly and informally, taking a constructive collaborative approach with all parties involved will be the first step and with the goal of bringing about a change in negative attitudes and behaviour.

- iii. Incidents should be dealt with according to the relevant association, Branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential to the public or unrelated parties, except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Any accused party will have the right to be made fully aware of the details of the complaint and to receive a copy of the incident form and the first form of action will be a constructive collaborative approach between all party's involved.

4.6 INCIDENT REPORTS

The Incident Reporting Form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory. Please see the SAMHA Incident Report Form on the SAMHA website.

4.6.1 Officiating Incident Reporting Policy

A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, the St. Albert Referees Association, the North Zone Referees Association, and Hockey Alberta govern the referees and other officials.

- (A) Complaints or incident reports about referees must be made in writing by team management to the Division Director (or equivalent). If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee-in-Chief.
- (B) Complaints or incident reports received by SAMHA about referees are passed to the appropriate Division Director who will pass it to the Referee in Chief to handle if warranted.
- (C) Reporting process:
 - i. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, nor contact the Referee in Chief or assignor.
 - ii. The complainant shall be provided in writing to the Division Director or Chairman, signed by the coach within 48 hours. The incident reporting form may be used for this purpose.
 - iii. The complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available) and rule infractions, rule interpretations or conduct incidents giving rise to the complaint.
 - iv. Upon receipt of the complaint the Division Director or Chairman shall forth with bring the matter to the attention of the Referee-in-Chief.
 - v. The Referee-in-Chief will investigate complaints and incident reports received about referees and respond to the complaint.

4.6.2 Coaches and Officials Shared Respect Initiative

It is necessary to hold a series of three meetings during any given season between the Coaches and the Referees. These meetings are scheduled by the Division Director as determined by the Division Director. The meetings will be

co-chaired by the Referee-in-Chief and the Division Coordinator who will together determine the participants required to attend.

4.7 ISSUES, CONCERNS, AND GRIEVANCES

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

(A) General issues, concerns and grievances

- i. Unless otherwise specified, the procedure for resolving issues, concerns and grievances in SAMHA is to take the issue, concern and grievance through the following levels in order with the use of the SAMHA Incident Report Form as the first step.
 - a. Coach
 - b. Division Director/HOC VP
 - c. ADMIN VP
 - d. Discipline Committee (written or oral presentation) (May refer item directly to the Board)
 - e. President
 - f. Board of Directors (written or oral presentation)

(B) SAMHA will not entertain lawyers being present at any meeting, or involved in any issues, concerns and grievances at any meetings, except for a lawyer representing SAMHA. If Legal Counsel is retained and involved within any step of the process, SAMHA reserves the right to have legal counsel act on behalf of the association with costs for the associations legal counsel to be covered by the complainant.

(C) Team issues, concerns and grievances

- i. At the first parents meeting for the team each coach will outline their manner of dealing with parent's issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined at the parents' meeting.
- ii. The coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parents; however, some practical etiquette and common sense must be remembered. If you have an issue concern or grievance about or at a particular game, discuss the issues after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.
- iii. Coaches exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. They want to do the best job they can for the child, parent and team. Raising an issue, concern or grievance cannot be held against your child. The coach and team management need to know about the issue, concern or grievances so they can be dealt with effectively and in a timely manner.
- iv. In the event you are unable to bring an issues, concern or grievance up to the individual as listed above due to a conflict, the next individual will accept and investigate based on the SAMHA Incident Report Form.
- v. Please note, that the first step in resolving issues, concern or grievance will be to constructive collaboratively approach to discuss and work to resolve with all parties involved.

4.7.1 Evaluation Issues Concerns and Grievances

The Evaluation Director shall investigate all Evaluation issues, concerns and grievances with the appropriate Division Director.

- (A) All evaluation issues, concerns and grievances must be put in writing, signed and delivered to the Division Director indicating: The complaint must contain a description of the event, its location, the division involved etc. and a contact name and phone number. The Division Director may contact this person and the Evaluation Director for clarification of the event in question to obtain further information.
- (B) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded on to the HOC VP for future action.
- (C) SAMHA recognizes the need for privacy and discretion in the gathering of all information and will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

SECTION 5 - DISCIPLINE

5.1 DISCIPLINE

- (A) Discipline may be applied to any member of the Association including Board Members, Coordinators, Team Officials (Coaches, Assistants, Trainers, Managers, Treasurers, etc.), Players, Parents and spectators and may take the form of, but are not limited to:
 - i. A verbal reprimand
 - ii. A written reprimand
 - iii. A demand for an apology, either written or verbal, to any affected party
 - iv. A suspension from participation in or at Association activities
 - v. A recommendation for an expulsion from the Association
 - vi. Completion of a required course at your own expense
 - vii. A combination of two or more of the above.
- (B) The Board of Directors can temporarily deal with the issue at hand and a Division Director can issue an immediate temporary suspension for a maximum of one full game, one full practice or a combination of both if required, with approval of the ADMIN VP.
- (C) Head Coaches in the Associations are entitled to suspend any player on their respective team for individual discipline issues. In the event the Head Coach wishes to suspend in excess of one full game, one full practice or a combination of both, the Head Coach must first obtain the approval of the appropriate Division Director and ADMIN VP.
- (D) No appeal operates as a stay of any suspension.
- (E) No one can appeal an infraction assessed by an on-ice official, with St. Albert Minor Hockey directly.
- (F) No one can appeal a suspension or sanction assessed based on the league, tournament, Hockey Alberta and/or Hockey Canada minimum suspension guidelines, with St. Albert Minor Hockey directly.
- (G) Appeals for any suspension and/or sanction assessed based on league, tournament, Hockey Alberta and/or Hockey Canada must be dealt directly with the governing body that issues the sanction.
- (H) If any individuals within the Discipline process acting on behalf of the association, have a personal relationship or common interest with the affected parties; and/or has any actual or perceived bias or conflict surrounding the parties involved, the individual will be replaced by another member of the board or member in good standing decided by the President, ADMIN VP and HOC VP.
- (I) Please refer to the Raiders Club Team Discipline Policy (www.raidershockey.ca) for all St. Albert Minor Hockey Players assigned to male and female U15 and U18 Teams designated as "AA", Elite, and 'AAA'.
- (J) All Discipline matters are to be treated in a constructive collaborative approach with correction in mind when issuing sanctions, not punitive in nature.

5.2 Discipline Process

A flowchart is provided to document the discipline/appeal process to be followed, for matters outside of the suspension and/or sanctions handed down by governing bodies (SEE APPENDIX 1). Any deviation from this flowchart may result in the incident not being eligible for review and a minimum suspension of 2 weeks.

- (A) A 24-hour waiting period rule is required after any incident.
- (B) After the 24-hour waiting period, the player and/or parent discusses the incident with the Head Coach and/or Manager of the Team. If the issue is resolved, then the review is complete. All parties are to be involved in the discussion, when it involves off ice conduct and any form of issues, concern or grievance in a collaborative constructive manner.
- (C) If the issue is not resolved or can not be resolved as described in B), then the issue is put into writing with the “Incident Reporting Form” and submitted to the Division Director and HOC VP within 48 hours of the incident. The Division Director and HOC VP will review the complaint and attempt a resolution of the issue. If the issue is resolved, then the review is complete.
- (D) If the issue is not resolved, then the “Incident Reporting Form” and any additional information is submitted to the St Albert Minor Hockey Association’s ADMIN VP within 72 hours of the incident. The ADMIN VP will investigate the complaint based on Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and provide a decision in writing to the following parties within ten (10) days of the date the submission was made to the St Albert Minor Hockey Association office:

- Subject of the complaint
- Division Director
- HOC VP

The Complainant and any other interested parties included in the Incident Report (Coach, Manager, another Parent, Player, Official, etc.) shall be informed only that the process is completed and whether action has or has not been taken.

- (E) If the ADMIN VP has any personal relationship or common interest with the affected parties; and/or has any actual or perceived bias or conflict surrounding the matter and/or parties involved, the individual will be removed for this specific. An appointed member of the Board of Directors will be assigned by the President as the designated replacement.
- (F) If the issue is resolved, then the review is complete.
- (G) If the issue is not resolved, then any party as listed in D) has the right to appeal the decision to the Discipline Committee. A non-refundable appeal fee of \$200, payable to the St Albert Minor Hockey Association must be submitted with the “Notice of Appeal to the Discipline Committee” form and any additional information to the St Albert Minor Hockey Association office within seven (7) days of the written decision of the VP ADMIN. The submission will be forwarded to the Chair of the Discipline Committee.
- (H) The Chair of the Discipline Committee is a member selected for a two-year term by the Board of Directors and approved by the Board of Directors on an annual basis at the second committee meeting following the Annual General Meeting.

5.2.1 Discipline Committee

- (A) The Discipline Committee is comprised of the Chair of Discipline and a minimum of four (4) members with no voting rights as a member of the Board, nor shall they attend and Board Meetings unless required to provide information regarding the Discipline Committee decisions. All members of the Discipline Committee will have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the appeal. The Discipline Committee will follow the principles and guidelines set forth in the in the Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and has the ability to call a hearing to review the appeal if required. All affected parties (noted in d) above) and the ADMIN VP or replaced Board of Director Member, are required to be advised of the hearing and have the ability to attend the hearing.
- (B) The Discipline Committee will investigate the complaint and provide a decision in writing to the previously established affected parties (noted in d) above) and the ADMIN VP or replaced Board of Director Member within ten (10) days of the date the office received the [Notice of Appeal to the Discipline Committee form](#).
- (C) If the issue is resolved, then the review is complete.
- (D) If the issue is not resolved, then any party may appeal the decision to the Appeals Committee. An appeal fee of \$500, payable to the St Albert Minor Hockey Association must be submitted with the "Notice of Appeal to the Appeals Committee" form and any additional information to the St Albert Minor Hockey Association office within seven (7) days of the written decision of the Discipline Committee. The submission will be forwarded to the Chair of the Appeals Committee.

5.2.2 Appeals Committee

- (A) The Appeals Committee is comprised of the President and two (2) other members of the board but will not include the affected Division Director, ADMIN VP, HOC VP or any member included on the Discipline Committee, or party involved in the process up to this point. All members of the Appeals Committee will have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the appeal. The Appeals Committee will follow the principles and guidelines set forth in the Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and has the ability to call a hearing to review the appeal if necessary. All affected parties (noted in d) above) and the ADMIN VP or replaced Board of Director Member, and members of the Discipline Committee are required to be advised of the hearing and have the ability to attend the hearing.
- (B) The Appeals Committee will investigate the complaint and provide a decision in writing to the previously established affected parties (noted in d) above) and the ADMIN VP or replaced Board of Director Member and members of the Disciplinary Committee within ten (10) days of the date the office received the [Notice of Appeal to the Appeals Committee form](#).
- (C) The Decision of the Appeals Committee is final and will be presented to the Board of Directors.
- (D) All Member, including but not inclusive to Teams, Players, Team Officials, or Officials, by virtue and because of their status as such, shall accept the decision as final and binding the decisions of the Board, including, without limiting the generality of the foregoing, the Board's interpretation or construction of the Rules, Regulations and Bylaws subject only to a right of Appeal to Hockey Alberta and/or Hockey Canada as provided for in the Bylaws of both governing bodies.
- (E) All Members, including but not inclusive to Teams, Players, Team Officials, or Officials, by virtue and because of their status as such, agree that any recourse to the law courts of any jurisdiction before all

rights and remedies as provided by these Bylaws and the Bylaws of Hockey Canada have been availed and utilized, shall be prohibited. Further, any such recourse to the law courts as aforesaid shall be deemed by Hockey Alberta to be unsportsmanlike conduct enabling the Board to suspend and/or disqualify the said persons.

- (F) The Complainant and any other interested parties included in the Incident Report (Coach, Manager, another Parent, Player, Official, etc.) shall be informed only that the process is completed and whether action has or has not been taken.

SECTION 6 – INCLUSION

6.1 Inclusion

Sport inclusion is a fundamental value for SAMHA and a True Sport principle. We also recognize that having a more diverse organization will only strengthen our sport. As a result, our organization is fully committed to providing a safe, supportive and respectful environment for all of our participants, members and staff regardless of any differences based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity and expression, or disability.

SAMHA is committed to ensuring that inclusion and access is incorporated across all aspects of its activities. In doing so, it acknowledges and adopts the principle that Sport is based on equity and access. Participants will have access to sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal growth and achievement.

(A) Rights and Responsibilities of SAMHA

All Directors, Staff, Volunteers, Team Officials and Parents/Guardians of players of SAMHA will:

1. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of differences based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity and expression, or disability.
2. Ensure the achievement of equal opportunities is a key consideration when developing, updating or delivering SAMHA programs.
3. Ensure the concerns and needs of all people (including under-represented or marginalized groups) are identified, promoted and supported.
4. Ensure governance structures encourage and promote the full and equitable participation of all people, regardless of difference or circumstance.
5. Commit to ensuring everyone has the right to enjoy their sport in an environment free from threat of intimidation, discrimination, harassment and/or abuse.
6. Commit to ensuring everyone understands their responsibility to oppose discriminatory behavior and promote equality of opportunity.
7. Commit to developing mandatory education and training on “Gender Identity and Expression” for all Board Members, Coaches and Team Officials.
8. Deal with any incidence of discriminatory behavior according to the Game and Conduct Management (Section 4.0) and Discipline (Section 5.0) sections of SAMHA policies.

(B) Rights and Responsibilities of Players

All Players have the right to:

1. Be a respected and treated equally as a registered participant.
2. Have access to safe, inclusive, and equitable dressing room spaces, washrooms, and procedures that proactively anticipate and remove barriers to participation.
3. Define and express their sexual orientation, gender identity and/or gender expression without fear of discrimination, harassment, or penalization.
4. Request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation.
5. Utilize a change room, or mutually agreed upon equivalent changing area, that meets their individual needs, including their gender identity and gender expression.
6. Have all personal information kept confidential and disclosed only at the player's request and/or with the player's express consent.
7. Be protected from discrimination and reprisal in response to a request to access change rooms or washrooms based on gender identity and gender expression, or any related accommodation request.

(C) All Players are responsible for:

1. Treating all Directors, Staff, Team Officials, Volunteer and Parents/Guardians of players, and other players of all Associations with dignity and respect.
2. Asking for assistance and support, to the best of their ability, when experiencing discrimination (e.g. differential treatment/difficulty accessing dressing rooms, washrooms, and other gender segregated areas based on gender identity or gender expression), or when requesting related accommodation.
3. Working collaboratively with the SAMHA to find appropriate and equivalent accommodations (such as dressing areas) when faced with building limitations.

(D) Confidentiality and Privacy

All players have the right to privacy. SAMHA is responsible for ensuring that a player's private information, including, but not limited to, their sex assigned at birth, sexual orientation, gender identity or gender expression remains confidential. SAMHA is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's express consent.

For further information, see Alberta's Personal Information Protection Act:

<http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>

Any individual wishing to obtain more information about SAMHA's policies, is invited to contact the association directly.

(E) Additional Resources:

Canadian Centre for Ethics in Sport (CCES) (2016). Creating Inclusive Environments for Trans Participants in Canadian Sport - Guidance for Sport Organizations. Access at:

<http://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>

APPENDIX 1 – DISCIPLINE/APPEAL FLOW CHART

