

# BC Hockey Conduct and Discipline Policies

## B.01

(Prev. 4.02)

### CODE OF CONDUCT

BC Hockey members and registered participants shall adhere to the Codes of Conduct set out below:

#### BC Hockey Code of Conduct

As a BC Hockey member and registered participant, I shall adhere to the B.C Hockey Code of Conduct set out below. I understand that failure to adhere to this code may bring suspensions, sanctions or other disciplinary actions.

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Abide by the BC Hockey Harassment and Abuse Policy
3. Refrain from the public criticism of fellow members be they volunteers, athletes, coaches, or officials.
4. Respect the dignity of others and refrain from verbal or physical behaviours that constitute harassment or abuse.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language in my participation in any BC Hockey event.
6. Direct any comments or criticism at the performance rather than the person.
7. Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.
8. Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages in the discharging of BC Hockey duties and responsibilities.
9. Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.
10. At no time request, participate in or give into requests for sexual favours within any aspect of the game and immediately report such instances to the appropriate body
11. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical personnel have when they are considering the future health and well-being of all participants and when making decisions regarding the ability to continue to perform or train.
12. Follow the annual training, competitive programs and rules of conduct as mutually agreed upon by Coaches and Athletes, while recognizing the responsibilities of the Athletes to adhere to and complete.
13. Participate in team training, practice and testing and satisfy all team program testing objectives.
14. Provide Coaches or supervisors with the results of training to enable them to monitor and assess improvement in performance.

**Addendum for coaches, officials, volunteers and all other non-on ice participants.**

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15. Regularly seek ways to increase my professional development and self-awareness.
16. In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development
17. Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and are conducted in a safe environment.
18. Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.
19. Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

### B.02

*(Prev. 4.03)*

### SUSPENSIONS AND INVESTIGATIVE HEARINGS

BC Hockey shall conduct investigative hearings in a manner that promotes procedural fairness. This will include the right to a hearing, the right to an unbiased decision maker, and the right to appeal the decision resulting from the investigation. **NOTE: Appeals are not permitted on minimum suspensions as outlined in the suspension guidelines.**

#### B.02.01

*(Prev. 4.03.1)*

### PROCEDURES

Where an individual has been indefinitely suspended, as per the applicable BC Hockey Suspension Guidelines or an individual or incident is being investigated by the BC Hockey Chief Executive Officer or designate as per BC Hockey Bylaws, the following procedures shall apply:

- a) The individual shall be notified, through their Association, League or Team President, on the appropriate BC Hockey notification form or letter.
- b) The notification form or letter shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
- c) The BC Hockey representative conducting the investigation shall be excused if the BC Hockey Chief Executive Officer considers there to be a conflict of interest or a real / perceived bias in their conducting the investigation.
- d) The individual under investigation shall have the right to have both supporting documentation presented on their behalf and have a support person / parent present during the hearing.
- e) If the individual is to be shown any of the correspondence that resulted in the investigative hearing being established, then either a summary should be provided or anywhere where it could lead to the complainant being identified must be removed.
- f) Any hearings shall be conducted using the BC Hockey Guidelines for conducting investigative hearings.
- g) The BC Hockey representative responsible shall maintain notes (not verbatim) of the investigative hearing and submit them to the BC Hockey Chief Executive Officer as per BC

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Hockey Bylaws, or submit them to the BC Hockey Office along with their Match / Gross Misconduct decision.

- h) If an in-person interview takes place, a third person, preferably a representative of the local hockey Association / League, shall be present.
- i) The decision based on the investigative hearing shall be communicated to the individual(s), through the Association, League or Team President, in writing stating the length of any suspension, the reason for it and advising the individual of their appeal opportunities.
- j) Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.
- k) Appeals shall be conducted in accordance with BC Hockey Bylaws.
- l) In cases where in the opinion of the Chief Executive Officer a suspension of greater than 60 days is warranted, the Chief Executive Officer will impose an indefinite suspension pending a full investigation. The investigation will be initiated within 14 days of the incident by an appointee made by the Chief Executive Officer. Upon receipt of the full investigation report, the Chief Executive Officer shall impose a definite suspension in the event that the investigation has not been initiated within 14 days of the incident, the Chief Executive Officer shall have the authority to determine whether there has been a violation or breach of the Rules and Regulations and may determine that no disciplinary measures and/or sanctions are appropriate.

### **B.03**

*(Prev. 4.04)*

#### **VIDEO REVIEW POLICY**

Members may submit video to BC Hockey to support the review of incidents that may warrant or have resulted in supplemental discipline, as prescribed within the minimum suspension guidelines. Video submissions are not considered appeals. Rather video review submissions are additional resources within the supplemental disciplinary review process. This policy outlines how video may be used to support a most informed disciplinary outcome, in accordance with the criteria outlined in Policy B.03.01.

When one (1) or more criteria within policy B.03.01 have been met, video may be evaluated upon a basis of 'conclusiveness'. All accepted submissions will be reviewed by BC Hockey's Referee in Chief (or designate) in coordination with the applicable discipline administrator.

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## B.03.01

(Prev. 4.04.1)

### INCIDENTS SUBJECT TO VIDEO REVIEW

This policy establishes the limited and appropriate use of video review while upholding the principles of Hockey Canada Rule 5.1 (c), which affirms a Referee's decision as final in all matters under dispute. Video may be used only to further evaluate incidents that meet the specific criteria outlined within this policy. NOTE: No video will be reviewed during a game and all submissions must follow the process outlined in this policy.

#### **BC Hockey will not accept video for the purpose of reviewing any of the following:**

- i. Video will not be used to review goals scored or goals disallowed or the final score of a game; unless applicable under criteria f).
- ii. Video will not be used to review the conduct or actions of any team or individual participant, not otherwise outlined within the policy criteria listed below.
- iii. Video will not be used for the purpose of reviewing on-ice official(s)' judgement (penalty calls or non-calls / overlooks), nor for the purpose of reviewing the on-ice official's penalty selection, unless otherwise outlined within the policy criteria listed below.

#### **BC Hockey may only accept video for review under one (1) or more of the following criteria:**

- a) Any incident resulting in the assessment of a match or gross misconduct penalty.
- b) Any incident where video conclusively shows that the incorrect player or team official was penalized and clearly identifies the correct individual, provided the infraction resulted in supplemental discipline of one (1) game or more.
- c) Any incident that went unpenalized, resulting in a documented injury and would otherwise result in a minimum one (1) game suspension, in accordance with the minimum suspension guidelines.
- d) Any incident that went unpenalized, **NOT** resulting in injury, and would otherwise result in a minimum suspension of two (2) games or more, in accordance with the minimum suspension guidelines.
- e) Any incident originally penalized under the incorrect Hockey Canada playing rule resulting in a suspension of two (2) games or more, and video conclusively shows that no infraction occurred or a different infraction is warranted that prescribes a different disciplinary outcome.
- f) Any video that confirms the participation of an ineligible participant.
- g) Any incident(s) requiring review of the conduct of any on or off-ice official(s), including but not limited to the standards outlined within the minimum suspension guidelines.

NOTE: BC Hockey has the discretion to request video footage from a member pertaining to any incident under disciplinary review, regardless of whether it meets the above criterion.

## BC Hockey Conduct and Discipline Policies

### B.03.02

(Prev. 4.04.2)

### SUBMISSION PROCESS

Video review requests must be submitted by a team's MHA President to the applicable discipline administrator, as outlined in the chart below. Only the MHA or operator of a team participating in the game in which the incident occurred may submit the incident for video review. All submissions will be reviewed by a video review panel comprised of; discipline administrator, BC hockey Referee in Chief (or designate), and any subject matter expert(s) deemed appropriate by the panel.

Video reviews may be submitted for incidents occurring in any sanctioned exhibition, league, tournament, or playoff game. The submitting MHA is responsible for ensuring that all requests meet the required criteria. Request submitted directly by a player, parent / guardian, coach, or spectator will **NOT** be accepted.

Each MHA will be allocated two (2) video review submissions at the start of each season, to be used on behalf of all teams within their Association. If a video review is successful and results in an 'amended' outcome, the MHA will retain its current number of available submissions. If a review is unsuccessful (i.e. original on-ice decision is 'sustained') the MHA will forfeit one (1) submission. Once an MHA has submitted two (2) unsuccessful video review requests within a season, it will no longer be permitted to submit further requests for the remainder of that season.

BC Hockey may, at its own discretion, review or consider video submissions from an MHA that has exhausted their two (2) allocated submissions. Consideration may be given to situations involving, but not limited to, documented serious injury, cases where the original offender(s) was misidentified, or other exceptional circumstances.

NOTE: During BC Hockey Championships each participating team will be permitted two (2) video review submissions, regardless of the number of remaining requests with their MHA. As above, a submission will be forfeited for each unsuccessful video review request from each team, during the Championship.

| Member Submitter                             | Recipient / Discipline Administrator                     |
|----------------------------------------------|----------------------------------------------------------|
| <b>SENIOR &amp; JUNIOR HOCKEY</b>            |                                                          |
| Team Manager or Governor                     | League Commissioner or Discipline Administrator          |
| <b>MINOR</b>                                 |                                                          |
| BCEHL (AAA) Team Manager or Program Operator | BC Hockey – <a href="#">Vice President of Leagues</a>    |
| CSSHL Team Manager or Program Operator       | CSSHL – <a href="#">Chief Operating Officer</a>          |
| MHA President                                | BC Hockey – <a href="#">Minor Discipline Coordinator</a> |

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The following are required for each video review request submission:

- a) **Written Request:** All requests for video review must be submitted in writing (email) by the applicable team's MHA President (or other submitter noted in the chart above) to the appropriate recipient within three (3) business days of the date of the incident(s) or within 48-hours of distribution of the notification of suspension; whichever occurs first.
- b) **Video Clip:** Video must capture the entire incident, including a reasonable time (up to 30 seconds) before and after the incident. Links to live streams (or streaming archives), social media posts / clips, or full game recordings will not be accepted. Video clips must **NOT** be altered and/or edited from the original format (e.g. slow-motion, zoomed in, enhancements etc.), except for trimming the video clip to the relevant point of the game at which the incident(s) occurred.
- c) **Official Game Sheet:** All requests must be accompanied by a legible copy of the verified game sheet. If the incident being submitted for review went unpenalized, the period and time of game at which the incident occurred must be clearly indicated within the submission request.
- d) **Details:** Submissions must specify the criteria in policy B.03.02 under which the request is being submitted, including references to applicable Hockey Canada playing rule(s) and / or procedures.
- e) **Medical Documentation:** When requests related to incidents that have resulted in injury, medical documentation must be submitted upon the initial request for review or indicate an expected timeline regarding the provision of medical documentation.

### B.03.03

(Prev. 4.04.4)

### VIDEO REVIEW PROCEDURE & FINDINGS

Video reviews are conducted based upon 'conclusiveness.' There are essentially, three (3) outcomes:

- a) A video may be deemed '**inconclusive - sustained**' when the footage does not sufficiently confirm that the original decision by the on-ice official(s) was incorrect or when it is more plausible that the on-ice official's decision was correct. In such cases, any originally prescribed suspension(s) or penalt(ies) will remain. Under this outcome, the submitting MHA will forfeit one (1) video review submission allocation.
- b) A video review may be deemed '**conclusive - amended**' when footage clearly shows the official misapplied a playing rule(s) or penalized the incorrect participant. In such cases, a suspension(s) may be rescinded, adjusted or applied in accordance with the findings of the review. Under this outcome, the submitting MHA will retain their current allocation of video review submissions.
- c) A video may be deemed '**conclusive - sustained**' when footage clearly shows that the on-ice official(s) applied the rule(s) correctly, or that two (2) opposing outcomes may be equally plausible. In cases where two (2) opposing outcomes may be equally plausible, the original on-ice decision will stand in accordance with Rule 5.1 (c) and any originally prescribed suspension(s) or penalt(ies) will remain. Under this outcome, the submitting MHA will forfeit one (1) video review submission allocation.

NOTES:

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- a) Suspended participant(s) will continue to serve their originally prescribed suspension(s) during the video review process, unless otherwise directed by the video review panel or discipline administrator.
- b) Any participant(s) not originally suspended will remain eligible to participate during the review process, unless otherwise directed. If supplemental discipline is imposed, any suspension(s) will be effective immediately upon distribution of the notification of suspension to the participant's MHA or program.
- c) Once accepted for video review, any actions (by any participant) shown in the footage may be subject to review. Therefore, the panel has discretion to apply discipline for any infraction(s) identified within the video.
- d) Video review requests are intended to address supplemental disciplinary matters only and the results of any video review shall not change the outcome of a game.
- e) Due to privacy, only a suspended participant's MHA President will receive details of a suspension, resulting from video review. Submitters that have requested review of an opposing team's participant's conduct will only be notified of the general outcome, as outlined in B.03.03 a), b) or c).
- f) When a video review request has been submitted under B.03.01 c), d), or f) the alleged offending player's MHA / Program will only be contacted should the review result in supplemental discipline.

### B.04

(Prev. 4.05)

#### UPHOLDING OF LOCAL SUSPENSIONS

BC Hockey members may make application to have a suspension issued by a member league or association upheld by BC Hockey. Applications are to be forwarded to the BC Hockey Chief Executive Officer and Discipline Coordinator and must include the following information in order to be considered:

- a) A formal written letter outlining the request.
- b) Supporting copies of all relevant notices, investigative materials and committee or hearing decisions.

**NOTE:** All investigative, disciplinary and appeal avenues set out in member Bylaws or Regulations must be exhausted prior to submission to BC Hockey.

Applications meeting the above criteria will be forwarded to the BC Hockey office attention to the Chief Executive Officer for consideration in accordance with BC Hockey Bylaws.

### B.05

(Prev. 4.07)

#### SOCIAL MEDIA POLICY

BC Hockey Social Media Policy identifies the standard of behaviour which is expected of all BC Hockey members and participants including but not limited to; players, guardians, parents, coaches,

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officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in BC Hockey activities and events.

BC Hockey is committed to providing an environment in which all individuals are treated with respect. It is understood that many minor hockey associations, teams and players may have an official web page and / or social media account. Social media accounts can include but are not limited to; Twitter, Facebook, Snapchat, Instagram, blogs, YouTube, etc.

Social media is a public domain which may be used to enhance opportunities in life and hockey. The positive use of social media is acceptable and encouraged by BC Hockey. The following items outline the BC Hockey Social Media Guidelines.

### **B.05.01**

*(Prev. 4.07.1)*

#### **IMAGE**

- a) Content on social media should portray a positive image of the participant, team, association, league or BC Hockey.
- b) All participants who have or moderate a social media account must conduct themselves in a positive and professional manner that reflects as a healthy influence within their community.

### **B.05.02**

*(Prev. 4.07.2)*

#### **COMMUNICATION**

- a) Social media may be used to promote hockey events (e.g. practices, games, tournaments etc.)
- b) Complimentary posts may highlight team play, good sportsmanship, achievements in hockey, school, or the community.
- c) Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behaviour.
- d) It is recommended that all confidential information or personal contact information not be posted.
- e) Do not disclose personal information of others.

### **B.05.03**

*(Prev. 4.07.3)*

#### **BEST PRACTICES**

- a) Include images and videos when possible
- b) Provide shareable, relevant, value-driven content
  - i. Support causes and people of admiration
  - ii. Celebrate team successes
- c) Remember, it is almost impossible to ever permanently delete a post

Should a violation(s) of the outlined guidelines occur they should be reported to BC Hockey and will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.

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## B.06

(Prev. 5.12)

### PARENT MEETINGS

BC Hockey recommends that all Minor Hockey Associations host a parent meeting prior to November 15 annually. Such a meeting should cover a minimum of the following:

- Review of key Minor Hockey Association Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association communication process
- Code of Conduct expectations

#### NOTE:

- Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance Program.
- A parent meeting template agenda and presentation can be found on the BC Hockey website.

## B.07

(Prev. 6.0)

### PRIVACY POLICY

#### B.07.01

(Prev. 6.01)

#### PURPOSE OF THIS POLICY

This policy describes the way that BC Hockey and its associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, officials, managers and volunteers.

This policy describes the way that BC Hockey will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The policy describes each principle and the method of implementing each. BC Hockey will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the BC Hockey website.

#### B.07.02

(Prev. 6.02)

#### ACCOUNTABILITY

- a) BC Hockey will appoint a staff / volunteer person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the BC Hockey Privacy Policy. The Privacy Officer will be responsible for "Branch / Association" privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy.
- b) The Privacy Officer will report to the BC Hockey Chief Executive Officer, or designate and the ultimate responsibility for Privacy issues will rest with the BC Hockey Board of Directors. The Privacy Officer may at his / her discretion enlist assistance from other Staff / Board members and / or volunteers within the organization. This will not in any manner mitigate his/her responsibility for privacy issues.

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- c) The Privacy Officer's identity will be fully disclosed and publicly accessible to BC Hockey members and the public in general. The "Branch / Association" Privacy Officer is Jeremy Ainsworth and can be contacted at [privacy@bchockey.net](mailto:privacy@bchockey.net).
- d) The BC Hockey Privacy Officer will ensure that BC Hockey manages all personal information in its possession in accordance with this policy including that which may be transferred to a third party. (Third party organizations who handle information on behalf of BC Hockey shall be contractually obligated to adhere to the standards of "Branch / Association").
- e) BC Hockey will implement internal policies, which will facilitate adherence to this Privacy Policy including but not limited to the following:
  - i. Security measures at all levels designed to protect personal information in our possession.
  - ii. Implementing procedures designed to respond to complaints and/or inquiries.
  - iii. Staff/volunteer training in all facets of information management, including awareness of the "Branch/Association" Privacy Policy and policies and procedures developed in accordance with the Policy.

### **B.07.03**

*(Prev. 6.03)*

### **IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE**

BC Hockey shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to BC Hockey compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the BC Hockey Privacy Officer.

- a) BC Hockey collects personal information from prospective members, members, coaches, officials, managers and volunteers for the purposes of conducting hockey programming. Specifically:
  - i. A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations.
  - ii. Historical information concerning past teams played for is collected in order to determine if any of the BC Hockey transfer regulations may apply.
  - iii. Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
  - iv. Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the BC Hockey residency regulations.
  - v. Educational information may be collected in order to ensure all of the BC Hockey residency regulations have been adhered to.

## BC Hockey Conduct and Discipline Policies

- vi. Email addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
  - vii. Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
  - viii. Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
  - ix. Affiliates. BC Hockey has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Vancouver Canucks, University Sport, Hockey Canada and provincial and local Branches, associations, and leagues. Hockey Canada, its Branches and/or Associations may disclose the personal information described above to all of these organizations in order to facilitate hockey programming and ensure compliance with rules and regulations.
- b) BC Hockey will endeavour through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our website at [www.bchockey.net](http://www.bchockey.net) or the local Association/Branch website. We will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by BC Hockey shall be maintained in either our office(s) and/or with the Privacy Officer.
  - c) BC Hockey will request individually permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.
  - d) BC Hockey may also use information about an individual who accesses secure areas of [www.bchockey.net](http://www.bchockey.net) or other member Branch/Association websites. Information you are asked to provide during your use of our website may include your name, address, email address, age, sex [and the other types of personal information listed above). All such personal information will be treated within the same parameters as other personal information collected by BC Hockey through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the website. Our website also collects non-identifiable information about users such as the users IP address, the sections of the website visited and the information downloaded. BC Hockey may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the website.

### B.07.04

(Prev. 6.04)

### CONSENT

- a) BC Hockey will use the personal information for the uses specified above in this document. By consenting to provide your information to BC Hockey, you are deemed to consent to our use of the information for the purposes of hockey programming listed in this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

## BC Hockey Conduct and Discipline Policies

- b) In addition to using personal information for hockey programming purposes, BC Hockey may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to the BC Hockey branches, leagues and associations and other third parties who BC Hockey believes provide services or goods that may be of interest to you. BC Hockey and any such third parties may contact you to with promotions [or to provide further hockey specific communications and association/league Branch information updates]. BC Hockey will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting BC Hockey.
- c) BC Hockey recognizes that hockey by its nature is a contact sport and injuries are to a certain extent inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information, and may refuse to do so without penalty, BC Hockey will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- d) If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for BC Hockey. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.
- e) BC Hockey may collect personal information without consent where reasonable to do so and where permitted by law.

### **B.07.05** *(Prev. 6.05)*

#### **LIMITING COLLECTION**

- a) All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
- b) BC Hockey shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.
- c) BC Hockey will not use any form of deception in gaining personal information from its members.

### **B.07.06** *(Prev. 6.06)*

#### **LIMITING USE, DISCLOSURE AND RETENTION**

- a) Subject to applicable legislation, BC Hockey shall limit use of personal information it collects to purposes that we have disclosed in Sections 6.03 (Identifying Purposes) and 6.04 (Consent).
- b) BC Hockey shall maintain documents for certain periods of time dependent upon necessity. More specifically:
  - i. We will normally maintain registration data for a three-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.

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- ii. Parental/family information will be normally maintained for a similar three-year period after a member has left our programs.
  - iii. Affiliates. BC Hockey has numerous organizations that offer hockey programs under the auspices of "Branch/Association". As explained above, BC Hockey may from time to time share information with these Branches, associations, and leagues in order to facilitate hockey programming and ensure compliance with rules and regulations.
  - iv. BC Hockey may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal information consistent with the Privacy Policy of "Branch / Association".
  - v. BC Hockey may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. BC Hockey will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
  - vi. BC Hockey may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
  - vii. BC Hockey may at its discretion release personal information for the purposes of collecting debts that may be owed to BC Hockey.
- c) Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by BC Hockey

### B.07.07

*(Prev. 6.07)*

#### ACCURACY

- a) BC Hockey shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.
- b) BC Hockey shall only update information in the event of a renewal or registration and/or an update.

### B.07.08

*(Prev. 6.08)*

#### SAFEGUARDS

- a) Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

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- b) The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
- c) Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

### **B.07.09**

*(Prev. 6.09)*

#### **OPENNESS**

- a) BC Hockey publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our website or upon request by contacting the BC Hockey Privacy Officer at [privacy@bchockey.net](mailto:privacy@bchockey.net) or 250 652 2978.
- b) The information available includes:
  - i. The name, address, and phone number of the BC Hockey Privacy Officer.
  - ii. Please forward any requests to [privacy@bchockey.net](mailto:privacy@bchockey.net)
  - iii. A description of the type of personal information held by BC Hockey and our general uses thereof. This includes:
    - a. Registration information, including name, date of birth, address, past teams played on, medical information and email addresses.
    - b. Information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of the BC Hockey business contacts.
  - iv. Information that may be made available to related organizations, Branches, associations, leagues and/or third-party service providers, in accordance with the provisions of this Privacy Policy.

### **B.07.10**

*(Prev. 6.10)*

#### **INDIVIDUAL ACCESS**

- a) Subject to applicable legislation, upon request by the individual concerned BC Hockey shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- b) BC Hockey may request sufficient information to confirm your identity before releasing your personal information to you.
- c) Subject to applicable legislation, BC Hockey shall endeavour to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format at the time you make a request.
- d) Any inaccurate information that is brought to our attention shall be corrected by BC Hockey as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

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## **B.07.11**

*(Prev. 6.11)*

### **CHALLENGING COMPLIANCE**

- a) BC Hockey has in place procedures for the resolution of grievances in the administration of its Privacy Policy.
- b) Upon receipt of a complaint BC Hockey shall make available the complaint procedures that will be simple and easy to access.
- c) BC Hockey shall investigate all complaints. If the complaint is deemed justified BC Hockey shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
- d) All complaints shall be addressed to the BC Hockey Privacy Officer.

## **B.08**

*(Prev. 4.06)*

### **ALCOHOL, DRUGS, TOBACCO AND ILLEGAL ACTIVITY**

Hockey is a healthy sport where we have a responsibility to the players, participants and the community to demonstrate and encourage healthy choices.

BC Hockey prohibits the use of tobacco, cannabis, alcohol, drugs and banned / restricted substances during BC Hockey sanctioned events as outlined in this policy. BC Hockey is sincere in their duty to uphold the societal law in which members operate regarding illegal activities. For policy regarding performance enhancing products please see section B.08.06.

Incidents are to be dealt with on an individual basis. Member associations, leagues and teams are required to establish policies and procedures to deal with the consequences of non-compliance by their members.

## **B.08.01**

*(Prev. 4.06.1)*

### **ALCOHOL, DRUGS AND TOBACCO ARE PROHIBITED**

- a) At the players' bench, in dressing rooms or in public, non-licensed areas.
- b) In buses or cars when traveling to and from a sanctioned event.
- c) By adults in position of responsibility of a minor team.
- d) If used for the purposes of hazing, initiation or when it is forced on another person.
- e) Use of any tobacco, cannabis and smoke-less products (e.g. vaporizers) is prohibited by
- f) participants, coaches/leaders during BC Hockey sanctioned events.

## **B.08.02**

*(Prev. 4.06.2)*

### **PROCEDURAL GUIDELINES FOR ASSOCIATIONS**

- a) Teams shall develop team rules that are reasonable, fair and consistent. These rules shall be registered with the Association and may be superseded by rules of the governing bodies. The policies and procedures of the governing bodies shall be observed.
- b) Coach(es) must participate co-operatively in disciplinary proceedings, when required.
- c) A coach has the authority to remove a player from team activities for a violation of policy.
- d) Coach(es) shall meet with the player and a parent to review the reasons for the removal.
- e) Regardless of removal, the coach continues supervisory duties until the player is released to the care of their parent or guardian.

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- f) The coach should document incident(s) and inform authorities if required.
- g) Suspension of the athlete is at the discretion of the Association.

### **B.08.03**

*(Prev. 4.06.3)*

#### **PROTOCOL**

BC Hockey realizes that the severity of incidents of non-compliance regarding this policy will encompass a wide spectrum. It is the duty of member associations to report to BC Hockey the following:

- a) An incident involving international, Inter-Branch or inter-district play.
- b) An incident that may bring embarrassment or public attention to BC Hockey.
- c) The incident is such that it may affect the well-being of other members of the BC Hockey.
- d) The incident may require action by the BC Hockey or higher authority

### **B.08.04**

*(Prev. 4.06.4)*

#### **INCIDENTS OF NON-COMPLIANCE**

- a) The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
- b) The coach has the authority to remove a player from team activities.
- c) Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
- d) The coach informs the authorities should the incident warrant criminal investigation.
- e) The coach documents the incident.
- f) The coach forwards this documentation for filing / action with the Association.
- g) The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
- h) One (1) or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
- i) Suspension of the athlete is at the direction of the Association.
- j) If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association. Should this happen, the process follows the suspension procedure of the Association

It is strongly encouraged that, should the incident or resulting actions be disputed, the parties to the dispute seek a resolution through direct discussions or through voluntary mediation and the exercise of common sense before resorting to review procedures. Should this not be possible, the parties should be referred to the "Association Dispute Resolution Policy".

### **B.08.05**

*(Prev. 4.06.5)*

#### **LEGAL CONTEXT**

BC Hockey urges all associations and volunteers to review the Controlled Drugs Act and the Liquor Control and Licensing Act. BC Hockey strictly prohibits the consumption of controlled substances by minors. The use of all substances and participation in behaviours restricted by societal law are

## BC Hockey Conduct and Discipline Policies

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strictly prohibited, while participating at a BC Hockey sanctioned event.

BC Hockey realizes responsible use of alcohol by adults is acceptable with the implementation of responsible parameters, where alcohol is controlled by a server in a licenced environment.

### **B.08.06**

*(Prev. 4.06.6)*

#### **DOPING**

Hockey Canada and BC Hockey are unequivocally opposed to the use or application of any banned substance that contravenes the rules of the International Ice Hockey Federation or the International Olympic Committee for the purpose of enhancing an athlete's performance in any form of competition.

Any team official condoning the use of banned substances as described in the Hockey Canada Association Anti-Doping Policy, counseling, or advising others to use banned substances, securing, supplying or administering banned substances shall be severely dealt with.

BC Hockey adopts the Canadian Anti-doping Program as approved by Hockey Canada through the Canadian Center for Ethics in Sport (CCES). Information on the current CCES policy can be obtained through:

Canadian Centre for Ethics in Sport  
350-955 Green Valley Crescent  
Ottawa, Ontario  
K2C 3V4  
[www.cces.ca](http://www.cces.ca)  
General information – [info@cces.ca](mailto:info@cces.ca)  
Substance information – [substances@cces.ca](mailto:substances@cces.ca)

### **B.08.07**

*(Prev. 4.06.7)*

#### **CRISIS COUNSELING**

Situations involving serious and sometimes catastrophic incidents may affect the mental and physical well-being of those involved, including the volunteer leaders. BC Hockey recognizes the expertise of those trained in offering after-incident support and counseling for the participants involved in serious incidents. BC Hockey will direct members, upon request, to agencies involved in these support services.

### **B.08.08**

*(Prev. 4.06.8)*

#### **SUPERVISORY RESPONSIBILITY**

Minor hockey organizations are responsible for the reasonable safety and well-being of all minor athletes while participating in sports activities. In general, the standard of care owed by a coach or adult supervisor to players under their supervision is that of a careful and prudent parent in the circumstances. This responsibility is heightened in the circumstance where athletes are under the age of majority.

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Supervisory responsibilities are an integral part of a coach's role and all interaction between coaches and players must be in line with the organization's code of conduct. Coaches and supervising adults, when traveling with teams, and must make every reasonable effort to provide adequate supervision of the players. It is imperative that coaches take at least these steps to meet this responsibility:

- ensuring rules and player expectations are defined and discussed with all participants and parents,
- ensuring adherence to all team rules (including use of drugs and alcohol, smoking, curfew, etc.) for all players and parents traveling,
- identification of other supervisory adults on the trip to share and support the supervisory and leadership responsibilities of the coaches as required,
- ensuring that any adult placed in a supervisory role be screened in compliance with the policies of the local Association and/or Branch.
- taking reasonable steps to ensure that rules and regulations regarding the illegal use of drugs and alcohol, smoking, curfews, and inappropriate behaviour (including abuse, harassment, and any form of maltreatment) are reviewed and understood by the team members, parents and team personnel,
- ensuring that all parents and guardians of players have access to coach and travel location information, telephone numbers, cellular numbers, and email addresses so that parents can make immediate contact in the event of an emergency.

In cases of players staying with a billet, and in addition to guidelines in place from time to time from Hockey Canada and BC Hockey, coaches should have a contact list of billets that includes the names and addresses of the billets, players assigned, and telephone and / or cellular numbers.

It is imperative that players and billets are provided with contact numbers and location of the coach and supervisory personnel in the event of an emergency. The coach or his / her designate is to be available 24 hours in the event of an emergency.

Ideally adult personnel and players should not share accommodations. If sharing a room, please ensure that the two (2) deep rule is always observed. People of different genders should not share rooms, and no one other than the occupants of a given room should be permitted in the room without supervision. No guests outside of the team members are permitted in the rooms at any time. Team and small group meetings should be held in common areas such as a conference room.

### **B.08.09**

*(Prev. 4.06.9)*

### **ALCOHOL, CANNABIS AND TOBACCO ADVERTISING**

Members and minor hockey programs should be aware of and abide by the Government of British Columbia's (and Yukon's) policies and guidelines on advertising and display of alcohol, cannabis and tobacco related to programming involving minors.