

# POLICY AND PROCEDURE MANUAL

## INTRODUCTION

ontariotacklefootball.com has produced this policy and procedure manual with intent of ensuring that everyone connected with developing amateur tackle football in Ontario has a clear and ready reference to ontariotacklefootball.com's agreed policies.

The **Hamilton Minor Football Association (HMFA)** has chosen to adopt all or part of the Ontario Tackle Football Association's Policy and Procedure Manual to be used with their own amendments to replace their current Constitution.

The procedures which follow form the basic policies have been kept as simple as possible and, in most cases, formalized methods that have been developed over the years by Football Canada and other successful sport governing bodies.

We are amending and over hauling the current **HMFA** constitution at this time, because of circumstances that have arisen this past season. These circumstances have shown all parties that the present constitution does not meet the requirements to address many situations that may arise. Comments and constructive criticism from all users will be appreciated and readily accepted. It is the intention of the **HMFA** to amend this manual as new articles are required or as circumstances demanding changes to existing articles arise. Members of the **Hamilton Minor Football Association** are encouraged to draft amendments or new articles they consider necessary for consideration by either the Executive Officers of the **HMFA** or a committee that is appointed by the Executive or elected to handle such matters. Recommended changes will be circulated to the membership and should be inserted in this manual as they are accepted. Manual holders will be responsible for keeping their copies updated.

All questions of interpretation of the policies contained in this manual should be directed to the President and or Vice President of the **Hamilton Minor Football Association**.

The purpose of this group is to provide the **Hamilton Minor Football Association** with the direction to develop and bring forward a working constitution and make recommendations on issues related to football operations.

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# CONSTITUTION

of  
**THE HAMILTON MINOR FOOTBALL ASSOCIATION**

**1.01 ARTICLE I - NAME**

The name of this organization shall be "**The Hamilton Minor Football Association**". Hereinafter referred to as the **HMFA**. The **HMFA** is the Hamilton tackle football body recognized by ontariotacklefootball.com

**1.02 ARTICLE 2 - OBJECTIVES**

The objects of the **HMFA** shall be:

- a) To develop tackle football in Hamilton and surrounding areas by providing programs to improve the game through participation and mandates developed by its membership.
- b) To protect and promote the mutual interests of the members.
- c) To provide Minor Tackle Football to the Hamilton communities.
- d) To conduct its affairs in accordance to the "Canadian Amateur Rule Book for Tackle Football".
- e) To provide a positive football experience for Hamilton area youth between the ages 8 to 15 years old.

**1.03 ARTICLE 3 - OFFICERS AND BOARD OF DIRECTORS**

- a) The **HMFA** Board of Directors shall handle management of the **HMFA**. The members of the Executive shall be the President, a Vice President, a Treasurer/Director of Registration, a Secretary/Director of Communications, a Director of Fields and Parks, a Fundraising Coordinator, two (2) Equipment Managers, and three (3) Directors at Large. Non-voting members at large may be appointed by a majority of the executive. A majority will consist of 60% or higher. A quorum will be considered attained when 60% of the voting members are present.

The executive shall assist the President with the general management, direction, organization and transactions of the affairs of the **Hamilton Minor Football Association**. It shall have the power to fill vacancies on the executive and enforce all rules and regulations.

The President, a Vice-President, a Secretary/Director of Communications, a Treasurer/Director of Registration, a Director of Fields and Parks, a Fundraising Coordinator, two (2) Equipment Managers, and three (3) Directors at Large, will be elected from the eligible voters at an annual or general meeting of the **HMFA**.

- b) Each member of the **HMFA Board of Executives** shall have one vote at all meetings of the **HMFA**, excluding any appointed Directors.
- c) A Finance Committee may be appointed by the **HMFA Executive** to assist in the preparation of budgetary statements.
- d) The **HMFA Executive** may hire staff inclusive to the Director of Operations to maintain required programs for the **HMFA**.

The **HMFA Executive** may appoint, from time to time, 1 or more committees of the **HMFA Executive** as required to consider such matters that may be dealt with by the **HMFA Executive** and generally act on the behalf of the **HMFA Executive** between meetings of the **HMFA Executive**. Such committee(s) shall be comprised of 1 or more members of the **HMFA Executive** as the President may deem fit. Decisions of such committee(s) may be appealed to the **HMFA Executive**.

- e) The **HMFA Executive** shall meet once a month during the year when business warrants. Sixty percent (60%) of members of the Board shall form a quorum for meeting of the **HMFA Executive**.
- f) Any member of the **HMFA Executive** who fails to attend consecutive 3 meetings, without reasons **that in the** opinion of the **HMFA Executive** are satisfactory, shall have automatically tendered his/her resignation. After 2 consecutive misses, this detail shall be brought to his/her attention by a letter from the **HFMA** President. Should the third consecutive miss occur, the **HMFA Executive** would appoint a replacement.
- g) Any member of the **HMFA Executive** who fails to attend 3 meetings within the calendar year, without reasons that in the opinion of the **HMFA Executive** are satisfactory, may be subject to disciplinary action. After 2 consecutive misses, this detail shall be brought to his/her attention by a letter from the **HMFA** President. Should the third miss occur, the **HMFA Executive** would discipline the offending member, with a one game suspension.
- h) The position of Honourary Member may be conferred by the **HMFA Executive** for outstanding continuous and meritorious service to **HMFA** and Tackle football in Hamilton. Honourary Members shall have the right of members at all Annual Meetings and Special Meetings of the **HMFA**, including the right to vote.

#### 1.04 ARTICLE 4 - DUTIES OF OFFICERS

The Officers shall perform the duties and exercise the powers prescribed by the Articles set forth in this constitution. These duties and powers shall include, but not be limited to the following:

- a) **PRESIDENT:** The President's term of office shall be two years and is contingent upon at least three (3) years membership in the league and at least two years on the Executive. The President shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The President shall be responsible for the general management, direction, organization and transactions of the affairs of the **Hamilton Minor Football Association**. The President will oversee the Vice President, the Treasurer/Registrar, the Secretary/Director of Communications, Fundraising Coordinator, and the Directors at Large. The President has the authority to make decisions on behalf of the **HMFA**. subject to executive approval. The President shall be responsible for the scheduling of an Annual Spring Coaches meeting and for a winter general election of the executive every two years. It shall be the duty of the President to preside at meetings of the **HMFA Executive**. The President shall perform such other duties as are necessary for the proper conduct of the office of President.
- b) **VICE PRESIDENT:** The Vice President term of office shall be two years and is contingent upon at least three (3) years membership in the league and at least two years on the Executive. The Vice President shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The Vice President will act as the President's right hand, and will oversee all football operations, including the overseeing of the booking of fields, referees, scorekeepers, and medical staff. The Vice President is also responsible for supervising the development of schedules for all the league games (including exhibition & playoffs), and providing each Head Coach with a copy of the schedule and being the primary contact if coaches have issues with the league. He/she must be Chair of the Emerging Issues and Protest Committee (EIPC) and facilitator for new coaching positions. The Vice President shall oversee the Equipment Managers, Convenors, and all Head Coaches. In the event that a subordinate resigns or is unable to fulfil his/her role the Vice President will assume that role until a replacement can be elected or appointed by the **HMFA Executive** to serve until the next AGM where elections will be held in accordance with **ARTICLE 6 Section (I)(vi)**.

- c) **SECRETARY/DIRECTOR OF COMMUNICATIONS:** The secretary's term of office shall be two years and is contingent upon at least two (2) years membership in the league. The Secretary shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The Secretary shall record minutes of each meeting, inform members of said meetings, maintain a record of the league's activities, and to disseminate information of importance to the members at large. i.e. Head Coaches
- d) **TREASURER/DIRECTOR OF REGISTRATION:** The Treasurer/ Director of Administration's term of office shall be two years and is contingent upon at least three (3) years membership in the league and at least two years on the Executive. The Treasurer/Registrar shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. As Treasurer he/she shall maintain financial records, prepare budgets, and present financial reports at Executive meetings when required, as well as present an annual report at the Spring Coaches' Meeting. As the Director of Registration he/she will oversee registration of all players in the **HMFA**, collection of funds, confirmation of player birthdates, maintenance of team binders, and must complete a review of all player registration forms in conjunction with the Head Coach of each team.
- e) **DIRECTOR of FIELDS and PARKS:** The Director of Fields and Parks term of office shall be two years and is contingent upon at least two (2) years membership in the league and one (1) year on the Executive. The Director of Fields and Parks shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The Director of Fields and Parks shall be responsible for booking all fields required for games in accordance with the schedule, and oversee the booking of fields/parks for practices for all teams in the **HMFA**. The Director of Fields and Parks will also be responsible to book the referees, medical staff and scorekeepers for all games.
- f) **EQUIPMENT MANAGERS (2):** The Equipment Manager's term of office shall be two years and is contingent upon at least two (2) years membership in the league. The Equipment Manager shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The equipment manager shall be responsible for obtaining a minimum of two quotes on the cost of large equipment orders (over \$1000) and offer recommendations to the Executive. These persons shall replace existing equipment when necessary, maintain inventory records and distribute and collect equipment to/from the various teams in the league at the beginning and conclusion of each season. The Equipment Managers are responsible for taking an accurate inventory of all equipment at the conclusion of the season, and presenting a report at the Annual Spring Coaches Meeting and to the **HMFA Executive** when required.
- g) **FUNDRAISING COORDINATOR:** The Fundraising Coordinator's term of office shall be two years and is contingent upon at least 2 years membership in the league. The Fundraising Coordinator shall attend all **HMFA Executive** meetings, unless he/she has a valid reason for being absent. The Fundraising Coordinator shall be responsible for all fundraising events approved by the **HMFA Executive** for the benefit of the league. This person shall maintain financial records; prepare budgets and present financial reports to the executive on an annual basis pertaining to fundraising activities. The Fundraising Coordinator will also be responsible for overseeing the fundraising efforts of the individual teams of **The Hamilton Minor Football Association**. This person shall collect financial statements from the individual team fundraising coordinator's (names to be submitted at the beginning of the season to the fundraising coordinator) and shall submit the statements to the executive when required. The team year-end financial reports should be submitted to the Fundraising Coordinator no later than the Annual Spring Coaches Meeting of the current year and must consist of copies of bank statements and receipts. The **HMFA Executive** is not in any way responsible for the fundraising efforts of the individual teams.
- h) **DIRECTORS AT LARGE (3):** Each Director's at Large term of office shall be one year and is contingent upon at least 1 year of membership in the league. The Directors at Large shall attend all

**HMFA Executive** meetings, unless he/she has a valid reason for being absent. They are required to educate and inform coaches of Association Rules, Regulations, and decisions. A Director at Large may act as an assistant to the other officers as needed or as a convener of a division. The Directors at Large may also be called upon to coordinate special events.

## 1.05 ARTICLE 5 – DIVISION CONVENORS

Each Convenors term of office shall be two years contingent on a minimum of two years membership in the league and they cannot be a coach in the division to be convened. Convenors are elected positions and will be elected into office in the same manner as every other position on the **HMFA Executive**. Convenors ideally are not a part of the **HMFA Executive**. They are independent from the executive due to their position on the Emerging Issues and Protest Committee.

There will be two Convenors for each division in the HMFA, Tyke, Atom and Pee Wee. In addition to this, there must be two Convenors from each division to maintain equal representation on the Emerging Issues and Protest Committee.

All Convenors will report to the Vice President and work in association with the Director of Fields and Parks. Assist with the registration review process, team compliance with age and weight restrictions, assist with the compliance of boundaries and the number of players and roster review for each team. Will be a Member of the Emerging Issues and Protest Committee . Meet with teams to ensure knowledge of league rules, compliance with game day roster sheets, and compliance with equipment requirements. Must be present at all division games and promote Zero Tolerance Policy of the **HMFA**.

Special consideration by the **HMFA Executive** may be given to individuals who are specially qualified for an Executive position. All potential candidates must apply for the position thirty (30) days prior to the election. The **HMFA Executive** reserves the right to interview any possible candidates.

## 1.06 ARTICLE 6 – ELECTION OF OFFICERS

- a) i) **ELIGIBILITY:** Any person who qualifies as an adult member of **The Hamilton Minor Football Association** and meets the criteria outlined in Article 4, is eligible for office.
  - ii) **VOTING PRIVILEGES:** Each current head coach and four assistants, who are adult members who were active coaches in the previous season, are eligible to vote for the executive. The head coach of each team shall designate which assistants will have voting privileges prior to the meeting.
  - iii) The term of elected officials shall be two years. Elected officials shall retire from office at the Annual General Meeting at which their term expires when their potential successor may be elected. The term of the elected official will be two years with the exception of the Directors at Large; whose term will be one year.
  - iv) A retiring elected official shall be eligible for re-election. If no successor is elected, the person previously elected may continue to hold office.
  - v) An election may be by acclamation; otherwise it shall be by ballot.
  - vi) If an elected official resigns his/her office or otherwise ceases to hold office, the remaining Directors may appoint a person to take the place of the former Director. Such an appointed Director holds the office only until the election at the next Annual General Meeting of the **HMFA**, but is eligible for re-election.
- b) The President along with the support of the **HMFA Executive** retains the right to discharge any Executive who is not fulfilling their responsibilities or meeting their obligations as outlined.

- c) No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the **HMFA**, as prior approved by the **HMFA Executive**.
- d) **Duties of the Executive** i) An Executive of the **HMFA** shall: 1) act honestly and in good faith and in the best Interest of the **HMFA**; and 2) exercise the care, diligence and skill of a reasonably prudent person in exercising his/hers powers and performing his/hers functions as an Executive. ii) Nothing in any contract, the constitution or the by-laws of the Association, or the circumstances of his appointment relieves an Executive 1) from the duty to act in accordance with the law; or 2) from a liability that by virtue of a rule of law would otherwise attach him/her In respect and negligence, default, breach of duty, or breach of trust of which he may be guilty in relation to the **HMFA**.
- e) **Indemnities to Officers, Staff, and Others**  
Every Officer of the **HMFA** or other person who has undertaken or is about to undertake any liability on behalf of the **HMFA** or any company controlled by it and their heirs, executors and administrators, and estate and effects respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the **HMFA**, from and against:
  - i) All costs, charges and expenses whatsoever which such Officer, Staff or other person sustains or incurs in or about any action, suit, or proceeding that is brought, commenced or prosecuted against him for or in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by him/her in or about the execution of the duties of his/her office or in respect of any such liability;
  - ii) All other costs, charges, and expenses that he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses that are occasioned by his/her own act, neglect or default if such act, neglect or default is both willful and wrongful.
- f) **Conflict of Interest**
  - i) **Disclosure**  
An officer of the **HMFA** who is, directly or indirectly, interested in a proposed contract or transaction with the **HMFA** shall disclose fully and promptly the nature and extent of that interest to the **HMFA Executive**.
  - ii) **Accountability**  
An Officer who enters into, or performs a contract or transaction for the **HMFA** shall account to the **HMFA** for any profit made in consequence unless: 1) he/she discloses his interest; 2) after his/her disclosure the proposed contract or transaction is approved by the **HMFA Executive**; 3) he/she abstains from voting on the approval of the proposed contract or transaction or unless
    - 1) the contract or transaction was reasonable and fair to the **HMFA** at the time it was entered into; and
    - 2) after full disclosure of the nature and extent of his/her interest in the contract or transaction it was approved.
  - iii) An officer with an interest in a proposed contract or transaction with the **HMFA** shall not be counted in the quorum at a meeting of the **HMFA Executive** at which the contract or transaction is approved.

## 1.07 ARTICLE 7 - MEETINGS

- a) The Annual Meeting of the **HMFA** shall be held no later than the end of February. Unless otherwise noted.

b) **Notice of Meetings**

Neither public notice nor advertisement of such meetings, annual or special, shall be required. But notice of the time and place of every such meeting shall be given to each Head Coach by sending the notice by email, fax, or telephone, not less than fourteen (14) days before the time fixed for the holding of such meetings; provided that any meetings of the **HMFA** may be held at any time and place without such notice if all the voting delegates of the membership at an annual or special meeting may transact.

A meeting can be called by any three Executive Members or by the President as deemed fit.

## 1.08 ARTICLE 8 - FINANCES

a) **Fiscal Year**

The Fiscal year of **HMFA** shall end on the 31st of December of each year, or on such other date as the **HMFA Executive**, by resolution, may determine.

b) **Execution of Documents**

- i) The **HMFA Executive** and/or a general meeting shall have power, by resolution to appoint any officer or officers, or any person or persons on behalf of the **HMFA** either to sign contracts, documents, and instruments in writing generally or to sign contracts, documents or instruments.
- ii) The term "contracts, documents, or instruments in writing" as used herein shall include deeds, mortgages, hypothec, conveyances, charges, transfers, and assignments of property, real or personal, moveable or immovable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, share warrants, stocks, bonds, debentures, or other securities, and all paper writings.
- iii) In particular, without limiting the generality of the foregoing, the President, Vice President, and the Treasurer/Registrar shall have authority to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of **HMFA** and to sign and execute all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, conveying or conveying any such shares, stocks, bonds, debentures, rights, warrants, or other securities.
- iv) Signing authorities will be the President, Vice President, and the Treasurer/Registrar, with a minimum of two signatures per transaction.

c) **Custody of Securities**

- i) All shares and securities owned by the **HMFA** shall be lodged in the name of the **HMFA**, with a chartered bank or in a safety deposit box or, if so authorized by resolution of the **HMFA Executive** and/or a General Meeting, with such other depositories in such other matter as may be determined.
- ii) All share certificates, bonds, debentures, notes or other obligations belonging to the association shall be registered in the name of a nominee of the **HMFA**.

d) **Auditors**

- i) At each Annual General Meeting, the members may appoint an auditor to audit financial statements for the report to the members and to hold office until he/she is re-appointed or his/her successor is appointed at the next Annual General Meeting.
- ii) An auditor,
  - 1) shall be informed in writing of appointment or removal,
  - 2) may be removed by a resolution,
  - 3) shall not be a director or employed of the Association; and
  - 4) may attend general meetings

e) **Financial Reporting**

The Treasurer shall provide an Expenses & Revenue vs. Budget Report on a monthly basis to the **HMFA Executive** and present an annual report at the Spring Coaches Meeting.

**1.09 ARTICLE 9 - AMENDMENTS**

- a) i) An amendment to the **HMFA** Constitution and Bylaws may only be made at an Annual Meeting and must be approved by 2/3 of the votes cast in respect of such amendments in order to carry. Notice of any proposed amendment must be filed with the **HMFA Executive** in writing 30 days prior to the Annual Meeting and the HMFA Secretary/Director of Communications shall then forward by mail/email a copy to each Head Coach, before the Annual Spring Coaches Meeting. Amendments passed and carried shall become effective at the conclusion of the Annual Meeting at which they are passed.
- ii) An amendment may only be proposed by the **HMFA Executive** or by any member in good standing.

b) **Resolution in Experiment:**

At an Annual Meeting, the **HMFA Executive** may propose a resolution in experiment that differs from the **HMFA** Constitution and Bylaws. This experiment may be put into effect as an experiment for no more than 2 years. In order to be adopted, the resolution must be approved by 2/3 of the votes cast in respect of the resolution and would be subject to annual review by the **HMFA Executive**. Any references in the Constitution that are contrary to the experiment are suspended while the experiment is in progress. Once the time period for the experiment has expired, unless an amendment to the **HMFA** Constitution and Bylaws is adopted with respect to the subject matter of the experiment, the resolution shall be of no further force and effect and the suspension of any references in the **HMFA** Constitution and Bylaws shall be removed.

c) **Suggested Order of Business - Annual Meeting**

1. President's Address
2. Adoption of the Minutes of the Last Annual Meeting and any Special Meeting during the year.
3. Director of Administrations Report
4. Treasurers Report
5. Auditor's Report
6. Equipment Manager's Report
7. Fundraising Coordinator's Report
8. Correspondence
9. Report of Board Directors
10. Amendments - Notice of Motion
11. General Business
12. Election of Officers and Directors

d) **Rules of Order of Annual Meeting or Special Meeting**

The following are the regulations of the government of the HMFA during the time of business and the business shall be disposed of in the following order:

- i) No motion shall be received unless properly moved and seconded. Said motion shall not be open for discussion until so stated by the presiding officer.
- ii) Except for motions requiring a special majority either pursuant to the **HMFA** Constitution and Bylaws or at law, all motions shall be decided by a majority of votes cast. **When** the presiding officer sees fit to exercise his/her right to vote on any question before the meeting, he/she shall, from the chair, be at liberty to explain his/her vote, and any question on which there is an equality of voters in consequence of the presiding officer's vote, shall be deemed to be negative.
- iii) No delegate shall speak twice on the same motion without the permission of the chair, unless in explanation, or the mover in reply.
- iv) A delegate desiring to speak or submit a motion shall raise his/her hand until recognized by the chair. In speaking, a delegate shall respectfully address the chair and shall confine his/her remarks to the motion under debate. The delegate shall not be interrupted unless upon a point of order. Non-delegates may be permitted to speak at the discretion of the chair.
- v) No amendment to a motion shall be in order after amendment to the amendment.
- vi) When a motion is under debate, no motion shall be entertained except to lie on the table or amend and these motions shall take precedence in the order named.
- vii) An amendment, which entirely changes the subject of the original motion, shall not be entertained as an amendment or substituted for the motion under debate.
- viii) After the motion has been stated by the presiding officer it becomes the property of the **HMFA**, but may be withdrawn at any time prior to amendment, unless objected to by a delegate.
- ix) There shall be no debate upon any question after it has been put by the presiding officer.
- x) When a vote is called, it shall be taken by each delegate holding his/her right hand. The presiding officer shall declare the vote on all questions and should his/her declaration be disputed, he/she may require the delegates voting "Yea" or "Nay" to rise and stand until the number voting for the affirmation and the negative be counted by him/her.
- xi) It is the discretion of the presiding officer to hold a ballot vote rather than a count of hands or when requested by motion of the delegates.

**1.10 ARTICLE 10 - GENERAL**

- a) The **HMFA** Constitution and Bylaws as shown in this book are intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the President in regular or special meetings, with a quorum of the **HMFA Executive**, will have authority to interpret and decide to the best of their judgement with regard to all the circumstances or any special case, any matter pertaining to any and all clauses contained herein. Their decision shall be final. The **HMFA**

**Executive** may appoint an Advisory Committee comprised of past presidents, honorary members, and other members to advise on matters presented.

- b) Any member who fails to uphold the rulings and enforce the decisions of the **HMFA** will leave said member subject to suspension by the **HMFA Executive**.
- c) A catalogue of **HMFA** approved forms for requesting and/or recording of information to be submitted to the **HMFA Executive** may be included as an Appendix in the Constitution. Forms will be reviewed and updated annually.
- d) **Error or Omission in Notice**  
No error or omission in giving notice of an annual or special meeting or any adjourned meeting, whether annual or special, of the **HMFA** shall invalidate such a meeting or make void any proceedings taken there at, and any voting delegates may at any time waive notice of any such meeting, and may ratify, approve and confirm any or all proceedings taken, or had there at. For the purposes of sending notice to any delegate or Director for any meeting or otherwise, the address of any voting delegate or Director shall be their last address recorded on the books of **HMFA**.

#### **1.11 ARTICLE 11 – EMERGING ISSUES AND PROTEST COMMITTEE:**

- i) All arising issues, protests, disputes in relation to rules and regulations of the **HMFA** will be referred to the Emerging Issues and Protest Committee.
- ii) The **HMFA Executive** may also refer further issues onto the Emerging Issues and Protest Committee at their discretion.
- iii) The Emerging Issues and Protest Committee will be comprised of the Vice President, two (2) division convenors, and two (2) non-voting peer coaches. The two peer coaches will be selected on a rotating basis from a predetermined roster of Head Coaches, which is maintained by the Vice President.
- iv) If only one convenor is available the Vice President may appoint a substitute convenor from the other division's convenors.
- v) When applicable issues arise, the President shall enable the Vice President to convene a review by the Emerging Issues and Protest Committee and to investigate the matter at hand within forty-eight (48) hours of notification of protest.
- vi) The Emerging Issues and Protest Committee will meet and take the necessary steps required to gather as much information as possible about the issue before them. They are required to be objective when listening and gathering the information through the interviewing of witnesses.
- vii) Once the Emerging Issues and Protest Committee has listened to all involved parties declarations, the Emerging Issues and Protest Committee will privately review the evidence and make the necessary recommendations to the **HMFA Executive**, to be carried out by the **HMFA Executive** within twenty four (24) hours of the end of the hearing.

#### **1.12 ARTICLE 12 – PROTEST AND APPEAL PROCEDURE**

- a) Any decisions made by the **HMFA** may be appealed to the President, in writing. The appeal must be made within twenty-four (24) hours of the decision.
- b) When the President receives an appeal in writing, the President shall review the appeal and determine whether, in the President's discretion, the appeal either
  - i) presents new information not available or presented to the board or committee which made the decision appealed from or

- ii) represents an important and compelling matter, which justifies the holding of an appeal. Where the President determines that either i) or ii) applies, the President shall name a committee of at least three (3) members of the **HMFA Executive** who shall hear the appeal. The decision of the committee shall be final.
- c) The President shall establish the time and place of the appeal hearing. The hearing must be held within twenty-four (24) hours of receiving written appeal.
- d) The appellant must be present in person at the hearing. Failure to appear will result in a default decision and no further appeal shall be allowed.

### 1.13 ARTICLE 13 - ARBITRATION

Binding arbitration is available to members who have exhausted all appeal mechanisms as per Article 12. Ontariotacklefootball.com will act as the sole and binding arbitrator.

### 1.14 ARTICLE 14 - LEGAL COUNSEL

- a) At each Annual General Meeting, the **HMFA** may appoint legal counsel to hold office until he/she is re-appointed or his successor is appointed at the next Annual General Meeting.
- b) The legal counsel may attend general meetings and may be asked to attend **HMFA Executive** meetings.

### 1.15 ARTICLE 15 - LIABILITY

- a) No member shall be held personally liable for any damage or injury or loss suffered by any person, club or organization as a result of any direct or indirect actions of the **HMFA** or of anyone acting on the **HMFA's** behalf. No members of the **HMFA** are authorized to act on behalf of the **HMFA** without the formal consent of the **HMFA**, granted by the majority vote on the **HMFA Executive**. Any member or person purportedly acting on behalf of the **HMFA** without necessary authorization does so strictly at his/hers own risk and liability.
- b) Should the **HMFA** contribute or loan property or equipment to individuals or organizations, such is done with the understanding that the receiver will utilize the property at his own risk and agree not to hold the **HMFA** or any members thereof liable for damages that may result from any defect or shortcoming in the aforesaid property.
- c) Every Officer of the **HMFA** or other person who has undertaken or is about to undertake any liability on behalf of the **HMFA** or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively shall from time to time, be indemnified and saved harmless out of the funds of the **HMFA**, from and against
  - i) all costs, charges and expenses whatsoever which such Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office or in respect of any such liability;
  - ii) all other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own act, neglect or default if such act, neglect is both willful and wrongful.
- d) No Officer for the time being of the **HMFA** shall be liable for the acts receipts, neglect or defaults of any other Officer or employee or for joining in any receipt or act for conformity or for any loss,

damage or expense happening to the **HMFA** through the insufficiency or deficiency of title to any property acquired by order of the **HMFA Executive** for or on behalf of the **HMFA** or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the **HMFA** shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency, or fortuitous act or any person, firm or corporation including any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any damage resulting from any dealings with any monies, securities or other assets belonging to the **HMFA** or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through his own act, neglect or default if such act, neglect or default is both willful and wrongful.

#### **1.16 ARTICLE 16 - INTERPRETATIONS**

In all by-laws of the **HMFA**, the singular shall include the plural and the plural, the singular, the word "person" shall include firms and corporations, and the masculine shall include the feminine. Wherever reference is made to any statute or section thereof, such reference shall be deemed to extend to apply to any amendment or to re-enactment of the said statute or section.

#### **1.17 ARTICLE 17 - SUSPENSIONS/SANCTIONS**

All members will recognize suspensions and sanctions set forth by the Emerging Issues and Protest Committee. No player, coach or volunteer, can participate with any **HMFA** members if suspended, expelled, or banned by the **HMFA Executive**.

No member shall participate in a game or function with a non-member without sanctioning from the **HMFA Executive**. The **HMFA** will not insure non-sanctioned events.

#### **1.18 ARTICLE 18 - FAIR-PLAY STATEMENT**

The **HMFA** Code of Ethics has been developed to protect and promote the best interests of the game. Its primary purpose is to clarify and distinguish ethical and approved professional practices, from those which are detrimental, and to promote the principles of fair play in football. Its secondary purpose is to emphasize the purpose and value of football, and to stress proper function of all those involved in relation to schools, public, and the players. The ultimate success of the principles and standards of the Code depends upon the football coaches, administrators, and players of the game.

Individuals should never place the value of a win above that of instilling the highest desirable ideals and character traits in the players. The safety and welfare of the players should always be uppermost in their minds, and they must never be sacrificed for any personal prestige or selfish glory.

In teaching the game of football, coaches must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate un-sportsmanlike conduct have no place in the game of football, nor have any coaches, guilty of such teaching, the right to call themselves coaches.

#### **1.19 ARTICLE 19 - GENDER EQUITY /ACCESS TO PERSONS WITH A DISABILITY STATEMENT**

The **HMFA** promotes the principles of Gender Equity throughout its organizations and volunteer committees, by demonstrating a commitment to equity and access for women as athletes, coaches, officials, volunteers and leaders. Representation of the **HMFA's** committees and member organization administrations is a paramount importance to reflect the individuals participating in tackle football programs in Hamilton.

Access to all programs and committees are to be provided on a fair and equitable basis to all individuals wishing to volunteer their time and effort. Approval to participate in any program or committee will be based on the individual's ability to contribute to the program or committee and not on his/her gender, ethnicity, colour, religion, or physical ability. **HMFA** is totally committed to a complete range of opportunities and choices to achieve personal, social and economics benefits from all of our programs, subject to restrictions of Article 4.

## 1.20 ARTICLE 20 - DRUG-FREE STATEMENT

It is the position of the **HMFA** to oppose the use of Banned and Restricted Doping Classes and Methods and to be proactive in the area of education to discourage their use. This position is based on the fact that banned substances, which artificially enhance performance in training and competition, are harmful to health, ethically wrong, and ultimately a threat to amateur sport today.

The **HMFA** is unequivocally opposed to the use by amateur football athletes, of any Banned and Restricted Doping Classes and Methods in contravention to the rules. It is equally opposed to any encouragement of the usage of such substances by individuals in positions of leadership, such as coaches, medical practitioners, sports scientists, the athletes themselves, or by any other members of the **HMFA**.

## 1.21 ARTICLE 21 - HARASSMENT POLICY

Note: For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

### 2.01 Policy Statement

- a) The **HMFA** accepts responsibility and is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Accordingly, the **HMFA** has adopted a zero tolerance approach to the issues of harassment, abuse and discrimination, establishing that they are never acceptable and must not be tolerated. It is the **HMFA's** position that each individual has the right to participate and work in an environment which promotes equal opportunities and prohibit discriminatory practices.
- b) Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in the Province of Ontario.
- c) Harassment and abuse are offensive, degrading, and threatening. In their most extreme forms, harassment and abuse are offences under Canada's Criminal Code.
- d) Whether the harasser is a director, supervisor, employee, coach, training staff member, official, volunteer, parent, or athlete, harassment, abuse and discrimination are attempts by one person to assert abusive, unwarranted power over another.
- e) The **HMFA** is committed to providing a sport environment free of harassment, abuse and discrimination on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

This Policy applies to all employees as well as to all directors, officers, volunteers, coaches, training staff members, athletes, officials, and members of the **HMFA**. For the purpose of this Policy, "employee" shall mean any person employed in any capacity by the **HMFA** or its member

associations whether on a salaried or volunteer basis, including parents. The **HMFA** encourages the reporting of all incidents of harassment, regardless of who the offender may be.

- f) This Policy aims both to deter harassment, abuse and discrimination, and to deal with cases promptly and objectively.
- g) This Policy applies to harassment, abuse and discrimination, which may occur during the course of **HMFA** business, activities, and events. It not only applies to harassment between individuals associated with the **HMFA** but also outside the **HMFA** business, activities, and events when such harassment adversely affects relationships within the **HMFA's** work and sport environment.
- h) Notwithstanding this Policy, every person who experiences harassment continues to have the right to seek assistance from the Ontario human rights commission, even when steps are being taken under this policy.
- i) The **HMFA** is committed to the eradication of harassment, abuse and discrimination through educational programs including information and training.

## 2.02 Definitions

- a) Harassment takes many forms but can be generally defined as comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

- b) Types of behavior which constitute harassment include but are not limited to:

Written or verbal abuse or threats; the display of visual material which is offensive or which one ought to know is offensive; unwelcome remarks, jokes, comments, innuendo, or taunting about but not limited to, a person's looks, body, attire, age, race, religion, sex, or sexual orientation; leering or other suggestive or obscene gestures; condescending, paternalistic, or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects working conditions; practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance; unwanted physical contact including touching, petting, pinching, or kissing; unwelcome sexual flirtations, advances, requests, or invitations; any form of hazing; sexual harassment, as hereinafter defined; or physical or sexual assault.

- c) For the purposes of this Policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or such conduct has the purpose or effect of interfering with an individual's performance; or such conduct creates an intimidating, hostile, or offensive environment.

- d) Although sexual harassment most commonly occurs in the form of behavior by males towards females, sexual harassment can also occur between males, between females, or as behavior by females toward males. Regardless of the gender, the **HMFA** prohibits sexual harassment in all forms.
- e) For the purposes of this Policy, retaliation against an individual;

For having filed a complaint under this Policy; or for having participated in any procedure under this Policy; or for having been associated with a person who files a complaint or participated in any procedure under this Policy, will be treated as harassment, and will not be tolerated.

## 2.03 Responsibility

- a) The implementation of this Policy is the responsibility of the **HMFA's Executive**. In addition, the Executive is responsible for:

Discouraging and preventing harassment within the **HMFA**; establishing an education program to ensure that all members and employees of the **HMFA** are aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this Policy. Annually reviewing the terms of this Policy to ensure that they adequately meet the **HMFA's** legal obligations and public policy objectives, and recommending to the **HMFA Executive** any necessary changes.

- b) Every member of the **HMFA** has a responsibility to play a part in ensuring that the football environment is free of harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this Policy. In addition, any member of the **HMFA** who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify an Official of the **HMFA**.
- c) In the event that the President is involved in a complaint, which is made under this Policy, the Vice President of the **HMFA** shall appoint a suitable alternate for the purposes of dealing with the complaint.

#### **2.04 Coach / Athlete Sexual Relations**

The **HMFA** takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the **HMFA**'s public image. The **HMFA** therefore takes the position that such relationships are unacceptable. Should a sexual relationship develop between an athlete and a coach, an employee, or a volunteer, the **HMFA** will investigate and take action which could include reassignment, or if this is not feasible, a request for resignation or dismissal from being a member.

#### **2.05 Disciplinary Action**

Employees or members of the **HMFA** against whom a complaint of harassment is substantiated may be severely disciplined, up to and including dismissal or termination of membership in cases where the harassment takes form of assault, sexual assault, or a related sexual offence.

#### **2.06 Confidentiality**

- a) The **HMFA** recognizes that it can be extremely difficult to come forward with a complaint of harassment, and that it can be devastating to be wrongly accused of harassment. The **HMFA** recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential.
- b) Written documents pertaining to any matter dealt with under this Policy shall be retained by the **HMFA** in a confidential file for a period of ten years, unless new circumstances dictate that these materials should be retained for a longer period of time.
- c) **HMFA** shall not disclose to outside parties the name of the Complainant, the circumstances giving rise to a complaint, the name of the Respondent or any written documentation pertaining to a harassment matter except where such disclosure is required by law or is in the best interests of the public.

#### **2.07 Complaint Procedure**

- a) A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this Policy.
- b) If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the Complainant should request a meeting with an Official of the **HMFA** (for the purposes of this Policy, an "Official" may be a member of the **HMFA Executive**, any staff person, any member of the coaching staff, or any member of the training staff).
- c) Once contacted by a Complainant the role of the Official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the Official considers that they are unable to act in this capacity, the Complainant shall be referred to another **HMFA** Official.
- d) There are three possible outcomes to this meeting of Complainant and Official: it may be determined that the conduct does not constitute harassment as defined in this Policy, in which case the matter will be closed; the Complainant may decide to pursue an informal resolution of the complaint, in which case the Official will assist the two parties to negotiate or **mediate an** acceptable resolution of the complaint; or the Complainant may decide to make a formal written complaint to the **HMFA** in which case the Official shall advise the Vice President, who may carry out an investigation of the complaint or may appoint an independent individual to carry out an investigation of the complaint.
- e) The Investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President, which shall include a recommendation that: no further action be taken because the complaint is unfounded or the conduct cannot be reasonably said to fall within this Policy's definition of harassment; or the complaint has merit and should proceed to a hearing.

Within 14 days of receiving the written report of the investigator which recommends that there be a hearing, the President shall notify the Emerging Issues and Protest Committee.

- f) Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by a **HMFA** representative in a position of authority, provided the individual being disciplined is informed of the reasons for the discipline and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the petition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.
- g) This Policy shall not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

## 2.08 Hearing

- a) The Emerging Issues and Protest Committee shall hold a hearing as soon as possible, but not more than 21 days after its appointment.
- b) Having regard to the nature of the harassment matter and the potential consequences of any resulting sanctions, the Emerging Issues and Protest Committee may decide to conduct the hearing by way of review of documentary evidence, by way of oral hearing or by a combination of the two methods. If the Emerging Issues and Protest Committee decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.
- c) The Emerging Issues and Protest Committee shall govern the hearing as it sees fit, provided that: the Complainant and Respondent shall be given 14 days written notice (by email or fax) of the day, time

and place of the hearing; the Complainant and Respondent shall receive a copy of the Investigator's report if an investigation was carried out; members of the Emerging Issues and Protest Committee shall select from among themselves a Chairperson; a quorum shall be three committee members; decisions shall be by majority vote. If a majority decision is not possible, the decision of the Chairperson shall be the decision of the Emerging Issues and Protest Committee; in the case of an oral hearing, the Complainant shall be **present at** the hearing to respond to the Investigators report, give evidence and to answer questions of the Emerging Issues and Protest Committee, unless the Vice President has taken the place of the Complainant in 2.03 c); in the case of an oral hearing, both the Respondent and the Complainant may be accompanied by a representative; in the case of an oral hearing, the Respondent shall have the right to present evidence and argument; in the case of an oral hearing, the Investigator may participate in the hearing at the request of the Panel; in the case of an oral hearing, the Committee may request that witnesses be present or . submit. written evidence; in the event that one of the Committee's members is unwilling or unable to complete the hearing, the matter will be concluded by the remaining two Committee members, who shall take their decision by unanimous vote; once appointed, the Committee shall have the authority to abridge or extend timelines associated with all aspects of the hearing; and the hearing shall be held in private.

- d) The Emerging Issues and Protest Committee shall render its decision, with written responses within 14 days of the hearing, and shall provide a copy of this decision to the Complainant, Respondent and the Administrator. This decision shall contain: a summary of the relevant facts; a determination as to whether the acts complained of constitute harassment as defined in this Policy; recommended disciplinary action against the Respondent, if the acts constitute harassment; and measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.
- e) The preceding provisions may be modified, or added to, as required by the provisions of any pertinent **HMFA** policy, such as those dealing with discipline, personnel or event-specific matters.
- f) Where the Respondent acknowledges the facts of the incident, he/she may waive the hearing, in which case the Emerging Issues and Protest Committee shall determine the appropriate disciplinary sanction. The Emerging Issues and Protest Committee may hold a hearing for the purpose of determining an appropriate sanction.
- g) If the Respondent chooses not to participate in the hearing, the hearing shall nonetheless proceed.
- h) If the Respondent determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their decision may recommend disciplinary action against the Complainant.

## 2.09 Reluctant Complainant

If at any point the proceedings under this Policy, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the Administrator to continue the review of the complaint in accordance with this Policy. In such instances, the Vice President shall take the place of the Complainant.

## 2.10 Sanctions

- a) When determining appropriate disciplinary sanction, the Emerging Issues and Protest Committee shall consider factors such as: the nature and severity of the harassment; whether the harassment involved any physical contact; whether the harassment was an isolated incident or part of an ongoing pattern; the nature of the relationship between the Complainant and harasser; the age of the Complainant; whether the harasser had been involved in previous harassment incidents; whether the harasser admitted responsibility and expressed a willingness to change; or whether the harasser retaliated against the Complainant.

- b) In directing disciplinary sanctions, the Emerging Issues and Protest Committee may consider the following options, singly or in combination, depending on the nature and severity of the harassment: verbal or written apology; a letter of reprimand from the **HMFA**; referral to counseling; removal of certain privileges of membership or employment; suspension from certain **HMFA** events which may include suspension from the current competition or from future teams or competitions; suspension from certain **HMFA** activities (competing, coaching or officiating) for a designated period of time; expulsion from membership; publication of the decision; or other sanctions as may be considered appropriate for the offense.
- c) Failure to comply with a sanction as determined by the Emerging Issues and Protest Committee shall result in automatic suspension of the member from the **HMFA** until such time as the sanction is fulfilled.

### **2.11 Automatic Sanctions**

- a) The President and/or Vice President may determine that the alleged harassment is of such seriousness as to warrant suspension of the member from the **HMFA** pending the hearing and decision of the Emerging Issues and Protest Committee.
- b) Notwithstanding the procedures set out in this Policy, any member of the **HMFA** or any individual engaged in activities with or employed by **HMFA**, who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of **HMFA** for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by **HMFA** in accordance with this Policy.

### **2.12 Appeals Procedure**

Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with the **HMFA** 's Appeal Policy.

### 3.0 Membership

- a) **ADULT MEMBERS:** An adult who is active in the coaching or managing of a team in the **HMFA** and has completed the necessary conditions outlined in the rules and regulations.
- b) **YOUTH MEMBERS:** Any youth currently registered in the **HMFA**
- c) **DISQUALIFICATION:** Any member not conforming to the Rules and Regulations or Players' Code of Conduct (Appendix A) may be disqualified based on the recommendation by the Emerging Issues and Protest Committee.

#### 3.01 TEAM PERSONNEL

Only registered team personnel with the **HMFA** will be allowed in contact with the team. All team staff must undergo a police screening to be eligible.

- i) Coaches and or team managers must obtain and complete the necessary forms from the Central Police Station of the Hamilton Wentworth Regional Police. As of January 1, 2005, the cost of the police screening is \$15.00 per person and is a "one time" charge per year and can be used for all sports and activities for which a police screening is required. The police screening will be valid for 2 years and must be submitted to the President of the **Hamilton Minor Football Association** or designate prior to opening day.
- ii) The **HMFA** President must grant any approvals or exceptions. The request is confidential and is only seen by the **HMFA** president or designate.
- iii) The Head Coaches are responsible for making sure all of their team staff have the police screenings completed prior to opening day. There will be no exceptions. No coaches or staff without the police screening will be allowed on the fields or benches unless special approval/exception has been received from the **HMFA** President.

#### 3.02 TEAM PERSONNEL REQUIREMENTS

- a) Each football team within the **HMFA** is required to have a Head Coach.
- b) All new coaches and team personnel must be required to apply to the **HMFA** for a position in writing, stating their qualifications for the position, the team they prefer to coach, and the reason for wanting to volunteer with the **HMFA**. The **HMFA Executive** reserves the right to establish a Coaches Review Board who will oversee the application process and may interview any and all new candidates. The Review Board will consist of the Vice President and two current Head Coaches in good standing with the **HMFA**. The **HMFA** President also reserves the right to accept or decline any new candidate's application for reasons of confidentiality for an unsatisfactory police screening.
- c) Each coach will be expected to serve as coach for an entire season.
- d) All Coaches shall attend all **HMFA Coaches** meetings, unless he/she has a valid reason for being absent.
  - i) Any Head Coach who fails to attend three (3) consecutive meetings, without reasons that in the opinion of the **HMFA Executive** are satisfactory, shall have automatically tendered his/her resignation. After two (2) consecutive misses, this detail shall be brought to his/her attention by a letter from the **HMFA** President. Should the third consecutive miss occur, the **HMFA Executive** may appoint a replacement.

- ii) Any Coach who fails to attend three (3) meetings within the calendar year, without reasons that in the opinion of the **HMFA Executive** are satisfactory, may be subject to disciplinary action. After two (2) misses, this detail shall be brought to his/her attention by a letter from their Head Coach. Should the third miss occur, the **HMFA Executive** could discipline the offending member, with a one game suspension.
- e) If complaints come forward about any coach, the **HMFA Executive** may deal with the issue at hand and determine whether the allegations are true or false. At the conclusion of their investigation, they will decide what if any discipline will be necessary. Discipline may be a minimum of a one game suspension to expulsion, depending on the severity of the complaint. The **HMFA Executive** may also choose to delegate the investigation and other pertinent decisions on the matter to the Emerging Issues and Protest Committee.
- i) However, the **HMFA Executive** may choose to form a “Coaches Review Board” for the purpose of dealing with complaints against coaches.
  - ii) However, the **HMFA Executive** as the governing body, will have the final say as to the course of action that will be taken.

### 3.03 Individual Team Fundraising

- a) Anyone involved in fundraising is required to be a current member of the **HMFA** in good standing.
- b) Each team that wishes to fundraise will select (a Team Treasurer) a single individual from its volunteers to solely be responsible for maintaining financial records, preparing budgets, preparing financial reports, collecting funds and making bank deposits.
- c) **Prior** to any fundraising, the team needs to submit to the HMFA Fundraising Coordinator, for **HMFA** approval:
- i) An itemized budget of what the team requires
  - ii) A fundraising plan to meet the team’s fundraising goals (50/50, chocolate sales, dance, etc.)
  - iii) A separate bank account is required for all fundraising money, with only two persons having the authority to access the account and with two signatures required to write cheques or withdrawal money from the account. (Preferably the Head Coach and the Team Treasurer.)
- d) A complete financial report must be submitted to the **HMFA** Fundraising Coordinator for review, by the Annual Spring Meeting following the conclusion of the football season.
- e) In the event of missing/theft of fundraising money, the **HMFA** Fundraising Coordinator will investigate the matter thoroughly and submit his/her findings and any recommendations on how to proceed to the **HMFA Executive**.
- f) In the circumstances of theft of funds, the **HMFA Executive** is encouraged to turn the matter over to the police for prosecution, if the funds cannot be recovered and the matter can not be resolved internally.

## HMFA Code of Conduct

### Coaches

#### Our Objective:

Our primary goal is to help ensure the best football experience for all kids participating, keeping in mind the objectives of learning the game of football, having fun, in a positive and enjoyable way.

The *Code of Conduct* is based on the concept of fair play, defined by five basic principals:

- Respect for all participants, including team mates, coaches and opponents
- All participants demonstrate good sportsmanship at all times
- Equal participation
- Maintaining self control at all times
- Respect for the rules
- Respect for the referees and their decisions

Coaches should read and discuss all the *Codes of Conduct* with the members (players/parents) on your team. It is a league expectation that all members follow the *Codes of Conduct* at all times.

#### Coaching Code of Conduct:

- I will remember that the players play to have fun and must be encouraged to have confidence in themselves.
- I will remember that players need a coach they can respect. I will be a good role model by setting a good example. I will present myself in a professional manner on behalf of the **HMFA**.
- I will be a good example and not smoke on the football fields, or where I am visible to the players.
- I will ensure that all players get equal instruction, and individual support whenever needed.
- I will teach players to act fairly and respect the rules, referees and opponents.
- I will not ridicule, show disrespect, or yell at the referees.
- I understand that I am responsible for the conduct of all my players and their parents and spectators and must insure they do not interfere with the game.
- I will work in cooperation with referees.
- I will be on time and prepared for games and practices.
- I will not ridicule or yell at players for making mistakes or for performing poorly.
- I will inform parents of any injuries their child might have suffered.

#### Resolving Problems:

If you require further guidance on an issue please contact the convenor of your division or the Vice President whenever necessary.

### **Our Objective:**

**The Hamilton Minor Football Association** wants to establish a clear set of guidelines for the referee, coach, player and parents/guardian. Its primary goal is to help ensure that soccer is a fun, positive and enjoyable experience.

The *Code of Conduct* is based on the concept of fair play, defined by five basic principals:

- Respect for the rules
- Respect for the referees and their decisions
- Respect for all participants, including team mates, coaches and opponents
- Equal participation
- Maintaining self control at all times

Coaches should read and discuss all the *Codes of Conduct* with the members (players/parents) on your team. It is a condition of continuing Club membership that all members follow the *Codes of Conduct* at all times.

### **Parents' Code of Conduct:**

- I will remember that my child plays football for his or her enjoyment, not for mine.
- I will NOT give instructions to players – that is the coaches job.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner by offering praise for competing fairly and doing their best.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember children learn by example. I will applaud good plays by both my child's team and the opponents.
- I will never question the referee's judgment or honesty. I would like to see never replace with "not".
- I will support all efforts to eliminate verbal and physical abuse from children's football games.
- I will respect and show appreciation for the volunteer coaches, who give their time to benefit my child.
- I will make sure that my child shows up for scheduled practices and games at the time designated by the coach.
- I realize that the team can be penalized for my behavior and that I must obey and order by the referee or from the team's coach to leave the vicinity of the field.

### **My Uniform:**

- I will take good care of it and wear it only on game days. I will ensure that it is clean for every game.

- At practices I will wear my practice jersey and pants, providing our team has practice clothing.
- I will wear all my equipment and appropriate footwear for all games and practices.
- I will remove any jewelry, watches or any item that may cause injury to me or my teammates or opposing players prior to participating in games or practices.

**Discipline:**

- At all times I will show respect for the coaches, referees, teammates and opposing players.
- Infractions that occur during the game are governed by the Laws Of The Game and will be decided by the referee.
- Serious infractions (e.g. Referee Assault) will result in a Discipline Hearing, possible suspension from football and a fine being levied by the **Hamilton Minor Football Association**. Paying any fine is my responsibility.

**Resolving Problems:**

Talk to the person privately. If you are upset, we recommend you wait 24 hours and then determine if you wish to pursue the issue. If you require further guidance on an issue please contact the Division Convenor.

## City of Hamilton

### ZERO TOLERANCE POLICY FOR VIOLENCE IN RECREATIONAL PROPERTIES FACILITIES POLICY:

#### Policy Statement:

The City of Hamilton's recreational properties and facilities, including but not limited to arenas, recreation centres, outdoor pools and parks sports pitches, exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. Prominent among residents making use of the recreational properties and facilities are the children of Hamilton. The City will ensure the most supportive climate possible for Hamilton children, so that they can enjoy their sport, and learn about competition, teamwork, sportsmanship and fair play.

As with many Ontario communities, Hamilton's minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Hamilton. It is the City's responsibility that they, too, have the ability to work in a safe and positive environment.

It is critical, then, for the City, through its Culture and Recreation Division to do all things necessary to ensure that measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational properties and facilities.

Included in this commitment is an understanding that organizations using City recreational properties and facilities must take PRIMARY responsibility for the behaviour of all associated with them: players, officials and spectators.

#### Statements of Principle:

1. Participation by children in sport is an important element in the human development process.
2. To ensure maximum enjoyment and benefits from participation in sport, the maintenance of a safe and positive environment is essential.
3. The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even application of the rules, and to ensure safety of the players.
4. The City must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport, who are for the most part volunteers.
5. Violent or **abusive behaviours, such as verbal threats and insults**, attempts to intimidate as well as physical assault have no place in the City's recreational properties and facilities.
6. Promotion of spectator "positive cheering" will assist in the reduction of violent behaviours in City recreational properties and facilities.
7. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behaviour.

#### Goals of the Policy:

1. To reduce or eliminate violence from City recreational properties and facilities, inclusive of outdoor sports pitches.
2. To promote positive cheering behaviours among spectators and fans.
3. Increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment for children's sport.

#### **Definition of Violence:**

The focus of this Policy is on the behaviour of non-players, except for those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy **violence includes, but is not limited to, the following behaviours:**

- loud verbal assaults
- threats and attempts to intimidate
- throwing of articles in a deliberate or aggressive manner
- aggressive approaches to another individual
- physical striking of another individual
- attempts to goad or incite violence in others
- vandalism to building or property
- racial or ethnic slurs
- illegal consumption of alcohol or drugs

#### **The Consequences:**

**Individuals who engage in any of the above behaviours will be subject to immediate ejection from the property or facility and a mandatory suspension from all City recreational properties and facilities for a period of time not less than two months.** Two months is a minimum period only, and may be extended by the City's Director of Culture and Recreation (the Director).

Those individuals who are identified and suspended in accordance with this Policy, shall further be prohibited from holding any positions within the City's affiliated sport community for a period of two years.

#### **Incidents may be reported to the City of Hamilton Police Service. Criminal charges may follow.**

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director, who will consider the new information and make his or her decision. ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL. Those individuals desiring reconsideration must include with their request payment of a non-refundable (unsuccessful) administration fee in the amount of \$100. In the event that the applicant is successful, we will refund the administration fee.

Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above, but will reimburse the City for the cost of repair, **together with an addition administration charge of 100% of such cost.**

#### **Education:**

The Culture and Recreation Division, with its local sports partners, will undertake a promotional and educational campaign aimed at raising awareness among parents, volunteers and spectators of the Zero Tolerance Policy and, in particular, the importance of their role in creating a positive playing atmosphere.

This component will include posters to be hung in all recreational facilities and properties; circulation of the policy to all stakeholders as well as posting of the policy in all City recreational facilities and properties; and inclusion of reference to the policy in affiliate organization newsletters/handbooks.

It is anticipated that the education and promotional campaign will have an immediate impact, but will need to be an ongoing effort. Staff and volunteer organizations will work together continually to raise awareness of the policy.

**Implementation:**

The policy will take effect for the new City of Hamilton on September 1, 2001. Pending implementation, existing policies and practices of the old municipalities comprising the new City will remain in effect and will continue to be enforced.



MINOR  
FOOTBALL ASSOCIATION

## Hamilton Minor Football Association

111 Organ Crescent Hamilton ON L8T 1Y8

Tel: (905) 318-9969

Fax: (905) 318-9916

MAY 1, 2005

To Whom It May Concern:

This letter is to confirm that \_\_\_\_\_ is a volunteer coach with our organization. As such, we require a vulnerable sector background check since they will be in contact with players ages 8-15. As stated, this is a volunteer position and we are requesting that you only charge the \$15 fee as opposed to the \$40 fee. If you have any questions or concerns, please feel free to contact me at your earliest convenience by phone at (905) 318-9969.

Sincerely,

Jim Gamble  
President  
Hamilton Minor Football Association



MINOR  
FOOTBALL ASSOCIATION

# HMFA COACHES REGISTRATION FORMS

DATE: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT. # \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Reasons for wanting to coach with the Hamilton Minor Football Association:

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Coaching/Football Experience:

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I understand that I must undergo a police screening in order to be eligible to coach with the **HMFA**. I also know and agree to familiarize myself in compliance with all of the HMFA Rules and Regulations and the HMFA's Coaches Code of Conduct.

SIGNATURE: \_\_\_\_\_



# HMFA GAME ROSTER

DATE: \_\_\_\_\_

TYKE

ATOM

PEEWEE

**VS**

	HOME TEAM – PLAYER’S NAME	#	POS	VISITING TEAM – PLAYER’S NAME	#	POS
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HOME TEAM COACHES	VISITING TEAM COACHES