

RUGBY AMATEUR HOCKEY ASSOCIATION

PLAYERS, PARENTS & COACHES HANDBOOK

2009-2010



Revised 9/2008
Reviewed 8/2009

PHILOSOPHY & GOALS

The goal of the Rugby Amateur Hockey Association (RAHA) is to provide a safe and positive hockey experience for all participants. This goal is achieved in an atmosphere of cooperation and fun.

Using current and innovative ideas, we strive to accomplish the following objectives:

- To teach the basic skills required to play the game of hockey.
- To develop an understanding of basic teamwork.
- To have fun while playing hockey and engaging in physical activity.
- To create and refine basic motor patterns.
- To introduce and promote the concepts of cooperation, fair play and sportsmanship.
- To encourage progressive skill development.
- To teach the rules of hockey and play by them.
- To allow everyone, at all skill levels, the opportunity to play equally.

PLAYER CONDUCT

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player; get along with your teammates.
4. Learn teamwork, sportsmanship and discipline.
5. Be on time for practices and games.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents and officials.
8. Never argue with an official's decision.
9. Governed by the playing rules of the ND Amateur Hockey Association.
10. There will be no use or possession of tobacco, alcohol or drugs by any hockey player.
11. Players will personally contact team manager or coach if they are going to miss a practice or a game.
12. Unexcused absences will be dealt with at the coach's discretion.
13. Swearing during a practice may result in extra drills or work for individuals who violate this regulation.
14. Swearing, using foul language, or being disrespectful during a game or practice will result in disciplinary action. Fighting elsewhere on the premises at any time will result in a one-game suspension for the first offense. The second incident within the same season for the same player will result in a two-game suspension. Said fighting must be witnessed by credible adult and reported the Board of Directors for disciplinary action.
15. Players will wear full equipment at every practice unless otherwise notified.
16. When the whistle is blown during practice, play stops immediately and attention is directed toward the coach. Players do not take "one more shot" as this wastes time for the entire team.
17. The coaches do all of the coaching. Players discuss with but they never argue with the coach.

18. Players are to leave the ice immediately after practice.
19. The locker rooms are to be left clean. The cleaning of Jr. Gold, Bantam and Pee Wee locker rooms are the responsibility of those respective players and coaches.
20. Stealing or vandalism of building or anyone's property will not be tolerated. This will result in suspension from the team.
21. Action for these offenses will be regulated according to the guidelines established by the ND Amateur Hockey Association, and/or the Rugby Amateur Hockey Association.
22. Players must be accompanied by a parent or legal guardian on all overnite trips. If parents are unable to travel with their player, the coach must be conacted and given the name and contact information of the adult responsible for the player.
23. These are minimum requirements. Individual coaches may wish to enforce stricter rules of conduct.

COACHING GUIDELINES

1. Be a positive role model to your players.
2. Be alert to the physical safety of your players.
3. Be generous with your praise when deserved.
4. Be consistent.
5. Be fair.
6. Do not criticize players publicly.
7. Learn to be a more effective communicator and coach.
8. Adjust to the personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official.
9. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
10. Organize practices that are fun and challenging for your players.
11. Encourage all players to be team players.
12. Maintain an open line of communication with your players' parents.
13. Be concerned with the overall development of your players. Stress good health habits and clean living.
14. Never show favoritism or prejudice. Give each player an adequate amount of your attention rather than an exclusive few.
15. Never be vulgar. Never swear.
16. Never "put down" a player, a position, another coach, or an opposing team. Teach respect for the opposition.
17. Avoid yelling, hollering and screaming. You are the coach, not a nagger or drill sergeant.
18. The RAHA philosophy will be: *Equitable time at Mini-mite, Mite and Squirt levels. On occasion, certain game situations may influence playing times at Pee Wee and above levels.*
19. Insist on good sportsmanship and team unity.
20. Be positive. Be encouraging. Praise improvement. Work on weaknesses but don't nag on faults.
21. When you are coaching, you are not a player, you are a teacher. Don't fool around.
22. When problems arise, take them to the team managers or to the Board of Directors. Do not discuss a team related difficulty with anyone except those directly involved. Never argue or fight. Keep cool.

23. All coaches will refrain from using liquor, beer, tobacco or narcotics in any player atmosphere or in the presence of any players.
24. The team manager, not the coaches, should handle parental problems.
25. One room will be reserved for coaches on out-of-town trips. Coaches who have a child on the team will not be reimbursed for their room. The Board of Directors will deal with exceptions.
26. No gas mileage will be paid (use bus or ride with parents). Exceptions may be made at the discretion of the Board of Directors and with prior approval.
27. (A) Coaches are responsible for control and discipline of players and to go over schedules and game plans before going on the ice. (B) Coaches or team managers for Pee Wee level and lower who have gone through the USA Hockey Screening policy will be required to supervise while the players are dressing in the locker room. One of the coaches/managers must be present at the pre-set time that the players are required to dress.
28. The head coach from each level will be required to submit a list of rules for their team to the RAHA Board prior to the first practice. The rules are to be within the coaching guidelines and are with Board approval. Each player will receive a copy at the first practice.

PARENT CONDUCT

I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other event. I will encourage my child to play by the rules. I will applaud the good plays of both teams.

I will place the emotional and physical well being of my child ahead of any personal desire to win.

I will emphasize skill development and practices and how they benefit my child. I will de-emphasize games and competition in lower age groups.

I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all. I will communicate with them and support them.

I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth hockey events.

I will remember that the game is for children and not for adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans and officials with respect, regardless of race, sex or creed or ability.

I will promise to help my child enjoy the hockey experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

It is the responsibility of all players' parents to assist during home games. They will be asked to volunteer their time by the Team Manager. If for any reason a parent does not intend to volunteer their time, they have the option to pay the Association \$200. This will be paid at the beginning of the season to the Team Manager to prevent them from contacting the parent for their assistance. It is important that everyone work together for the livelihood of the Association. If someone is scheduled to work and does not find a replacement or deliberately does not show up for a scheduled work time – the Association may assess a \$50 fine per incident.

If there is a concern that needs to be addressed, parents must wait 24 hours before contacting the coach or team manager. This is to allow enough time to address the issue commonly by both parties.

Problems that can't be handled by the team manager should be taken to the board by the team manager. The Board and/or Coaching Coordinator will handle the problem with coaches.

Retaliation, reprisal, or any harassing behaviors directed at Coaches or Referees and/or any of his family members is prohibited. Such retaliation shall be considered a serious violation of Board policy and will result in immediate revocation of privileges to participate in the RAHA activities for any of your family members. Encouraging others to retaliate also violates the policy.

NDAHA CHAIN OF COMMAND

The local association board needs to know what issues or concerns parents have and they must deal with the issue locally before it goes to NDAHA. If you need to contact an NDAHA representative the proper authority is:

District Directors-- Supervises all teams, players, and parents. They are the "proper authority" within your district to enforce the rules and regulations of NDAHA. They can deal with and make rulings on any issue involving a team, player or parent in their district.

North Dakota League Director--Supervises all youth leagues. Enforces the rules and regulations for the youth leagues. Deals with and makes rulings involving league play.

Girls/Woman's Director--Supervises all girls' teams/leagues. Enforces the rules and regulations for the girls' teams/league. Deals with and makes rulings involving girls' league play.

Junior Gold Director--Supervises all JR Gold teams/leagues. Enforces the rules and regulations for the JR Gold teams/league. Deals with and makes rulings involving JR Gold league play.

If there's overlapping responsibility with the directors and the teams they supervise they will work together with rules and regulation enforcement. Contact the one you feel has authority over your question or issue. When in doubt contact your District Director or Gary Splichal, NDAHA Association Executive.

TEAM MANAGER

The team manager or co-manager(s) are the communication link between the coaches, parents, and Board of Directors. The term runs for the current season. You must be willing and able to work with the coaches to determine final responsibilities. Your duty is to help the team in any capacity that you are able.

Insure that all state and local association rules are carried out and adhered to.

Contact appropriate Association Board members or committee members when or if problems or questions arise.

Have parent meetings are beginning of season and as needed.

Schedule someone to zam the ice after every practice so the ice is ready for the next scheduled practice. If this is not consistently followed, your team may loose practice time at the discretion of the board. A list of available people to zam will be kept in the zam room and kitchen. You are responsible to give the Board a list of individuals that are available to zam along with their contact information.

Work with coach in deciding to call of practice or games and notify parents in advance of any changes to schedules.

Hand out team game jerseys and keep register. Make sure they are returned at end of season and are clean and returned to equipment room.

Help plan end of year parties/banquets.

HOME GAMES

Pre-game:

Make sure the arena has been cleaned if your game is the first of the weekend. The rest rooms and warming area especially need mopping, etc.

Be at the arena 1-1 ½ hrs before a home game. If teams are traveling quite a distance or weather is inclement, they often arrive very early for their games. Make sure someone is at the rink to take admission and help in the kitchen 1 ½ hours early in these instances.

Get people to run the clock, keep score/announce, work penalty box, zam, take admission, and clean the arena after the game. If someone fails to show up to work their shift, find a replacement. Notify Board of Directors of parents who fail to work their shifts. Assign locker rooms to teams and put on marker board by door.

Welcome visiting team and show to their locker room. Get drivers license or car keys from an adult as a deposit.

Get scorebook ready and have both coaches sign. Make sure everything is legible. Put in the officials booth to have ready for the scorekeeper. Get pronunciations of names for announcer as needed.

Communicate with referee scheduler prior to the game to see who the ref for the game is. Make sure first aid kit is available. Replenish as needed.

Make sure water bottles are clean and filled.

Post-game:

Get copy of score sheet to each coach.

Inspect the visiting locker room after the game and return the drivers license. Make sure you get the key back.

For league games, turn in score sheets to proper officials in a timely manner.

Pay refs from concession cash drawer. Write a receipt for each one and have the ref sign.

Make sure the arena has been cleaned.

AWAY GAMES:

Make motel arrangements as needed.

Arrange transportation for coaches and/or any players as needed.

Remind parents of game times, give driving directions, arrange carpooling, etc.

Take all team credentials to all games. Present to officials as requested.

Take first aid kit to all games.

Arrive at games 1 hour early to assist coaches/players.

Make sure water bottles are clean and filled.

If at a tournament, make sure everyone knows when and where the next game is. Hand out any team information.

**CODE OF CONDUCT FOR ATHLETES, PARENTS, FANS AND OTHERS USING
THIS FACILITY**

Treat Others with Courtesy and Respect

Display good sportsmanship. Always respect players, coaches and officials.

Always act appropriately; do not taunt or disturb other fans; enjoy the game together.

Cheer good plays of all participants; avoid booing opponents. Harassment will not be tolerated.

Profanity and objectionable cheers or gestures are offensive and will not be tolerated; cheer in a positive manner and encourage fair play.

Throwing any items on the ice can cause injury to players and officials.

Do not lean over or pound on the glass surrounding the ice surface.

Support the officials and coaches by trusting their judgment and integrity.

Respect locker rooms as private areas for players, coaches and officials.

Running in the building (outside of organized practice) is prohibited.

Littering is inappropriate and will not be tolerated. Please use garbage cans!

User groups are responsible for the conduct of their players/skaters/parents/fans.

Users are expected to be supervised by adults while and about the building and, in particular, while in locker rooms.

Individuals who do not conduct themselves within the parameters of the RAHA Code of Conduct will be subject to disciplinary action by arena staff, which may include the suspension of building privileges. Individuals choosing to vandalize this facility will be reported to local law enforcement officials for prosecution.

ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, RAHA follows the USA Hockey policy on Zero Tolerance. The program is designed to require all players, coaches, officials and spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all games.

Players

A minor penalty for unsportsmanlike conduct (Zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues with any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Coaches

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues with any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually demonstrates any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators

The game will be stopped by game officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, reducing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

COMPLAINT/COMPLIMENT

The RAHA Board will hear any legitimate complaints or compliments necessary to run the hockey program as effortlessly as possible. If there is a situation that needs to be brought before the board it should be in writing on the form made available within the RAHA handbook. The form needs to be signed and mailed to RAHA PO Box 301 within 48 hours of the incident.

RAHA COMPLIMENT / COMPLAINT FORM

Person Filing: _____ Date: _____

Address: _____ Phone # _____

Check One: Compliment Complaint

Date of Incident: _____ Time: _____

Location of Incident: _____

Individual(s) Involved: _____

Was incident related to an event taking place in the Arena? Yes No
If yes, what was the event? _____

Please explain in detail:

Witnesses that observed the incident: _____

Signed: _____ Date: _____
Form must be signed in order to be reviewed.

Other comments:

ARENA USE

Ice time is available outside of practice and game time. A schedule is posted on the bulletin board for scheduled activities within the arena. Ice may be rented by outside affiliations at \$50/hour and should be scheduled through the Board of Directors. Ice may also be used by players outside of practice and game time provided it is supervised by an adult RAHA member.

Keys for the arena are distributed as needed at the discretion of the Board. An example of a key holder (but not limited to) would be a coach, team manager, zam worker. It is the responsibility of a key holder to oversee supervision is adhered to when players request ice time outside of practice or games. Keys must be returned when requested or you will be responsible for replacement costs of all the locks and keys.

EQUIPMENT GUIDELINES

1. All players are required to wear all protective equipment on the ice, including helmets. Mouth guards are mandatory and are required to be attached to the helmet and must be colored.
2. Bring all equipment to the games or you will not play. No extra equipment will be taken from the hockey building for out of town games.
3. Breezers and jerseys can be washed in cold water. Remember to remove pads before washing. Do not put jerseys in the dryer.
4. Players are responsible for the cost of replacing any equipment lost or destroyed.
5. No player is permitted on the ice or in the box without a helmet at any time.
6. Helmets must have two straps (chin strap and face mask strap).

EQUIPMENT REQUIREMENTS

Players will be required to wear the following equipment both during practice and in games (except as noted):

Helmet & Mask

Mouth guard

Shin Guards

Elbow Guards

Breezers (optional for mini-mites)

Support cup (optional for mini-mites & mites)

Gloves (option for mini-mites)

Shoulder Pads (optional for mini-mites)

Game Jerseys (optional for mini-mites)

* Required to be on a hanger – not in bag

* Game jerseys should not be worn to practices or for non-hockey use unless permission is granted by the coaching staff.

Game Socks (optional for mini-mites)

All personal equipment must be labeled with the player's name. Labeled equipment will be returned but unlabeled equipment will be retained by the Association. Lost supplies and clothes will be put into a lost and found box.

Please keep uniforms clean for games. If tear occur, immediate mending is appreciated. Do not put jerseys in a dryer. Please hang to dry.

Game jerseys are not worn during practice or for everyday use.

EQUIPMENT RENTAL

RAHA makes equipment available for rental for the mini-mite/mite players and for first-year squirt players. Equipment is distributed on a first-come, first serve basis. Equipment is expected to be returned in the same or better condition as when it was rented.

The rental period is for 1 season and the fee is \$25. Upon return of all of the equipment, \$15 will be returned. Equipment must be returned at the end of the season. Parents will be charged the cost to replace any equipment not returned at the end of the season, or returned damaged.

We cannot guarantee that we will have enough equipment for all players but will make every effort to ensure that all players have proper protective equipment.

We do not rent gloves, sticks or mouth guards.

TEAM EQUIPMENT

Pucks:

Each team starts with a minimum of 25 pucks. No additional pucks will be given out. IF players lose them, they find them or go without. The RAHA will provide warm-up/game pucks.

First Aid Kit:

Each kit will have 2 rolls of tape, 2 mouth guards. They are to be sold, not given away. The price will be marked on them. If used, ask to have them replaced.

Water bottles:

Each team will have a minimum of 4 water bottles for the team and 1 for the goalie.

Equipment:

No extra equipment will be sent out with the teams. Also, if equipment needs repairing, please see that equipment manager is notified so he can get it done.

FUNDRAISING

The RAHA participates in a few fundraising events each season. The success of these events helps us keep our registration fees low and ensure the continued success of our program.

All members are **required** to participate in these events. They may include calendar sales, raffle ticket sales, dinners, bake sales, etc. Minimum sales will be determined for each event. Members must sell the minimum amount or they must pay the balance. For example, if you are required to sell 5 calendars for youth at \$20 each for a total of \$100, and you only sell 4, you will owe RAHA an additional \$20. These amounts are due when the event sales are required to be turned in. Your child will not participate in any hockey activities until the fees are paid in full.

FEE & FUNDRAISING PAST DUE POLICY

It is the policy of the RAHA that if fees are not paid and/or proceeds of fundraisers are not submitted on the due date of a collection date, the following steps will be taken:

The Chairperson of each fundraiser will contact the appropriate Team Manager and the Board Concerning the collection of proceeds and delinquent account, ASAP following the due date. The team Manager, upon notification of the delinquency will be responsible for contacting the appropriate parent(s). The party who is in default will be given 1 week to cure the deficiency. Coaches will be notified that players will not be allowed to skate until such time as all past due Amounts are received.

CONCESSION STAND

The concession stand is strictly volunteer help; Mom & Dad's or designee of the parent at a minimum age of 16. In order to have the stand open, scheduling will be done to cover every game and tournament. Names are selected from every level for coverage. Your scheduled work date and time will be mailed to you. Also it will be posted upstairs. Please check the bulletin boards periodically.

You will be responsible for finding your own replacement. If your scheduled time will not work for you, we ask that the replacement be someone within the organization. Please, it is very important not to leave your shift short-handed. For those of you that have not worked in the concession stand before, and would like a little tour, please call one of the individuals on the Concession Stand Committee, and they will be glad to show you around.

Remember this concession stand is a courtesy to outside teams, family and friends visiting for the day. Let's make them welcome to our community and our facilities.

Please make every effort to help when you are notified.

SKATE SHARPENING

Free, unlimited skate sharpening is available at our arena to all registered players. You will receive stickers at registration to affix to your skates. They must be on your skates to get free sharpening.

Non-registered players may purchase a ticket for sharpening in the kitchen. Each sharpening costs \$3.

Leave your skates in the sharpening room, located in the southeast corner of the arena, south of the bleachers. We will make every effort to sharpen them by the next practice.

Sharp skates are essential for all players.

LOCKER ROOMS

Locker rooms are for the convenience of our players and those of visiting teams. Pee Wee, bantam and Jr Gold teams will have their own assigned locker room for the season.

The team is responsible for keeping their locker room clean. This includes emptying the garbage, cleaning shower and toilet, etc.

The coach and/or team manager will assign players to clean the locker room. They must be cleaned prior to another team using the locker room.

If the locker rooms are not kept clean, the team will lose the privilege of using the locker room.

OFF-ICE OFFICIALS

Off-ice officials include the scorekeeper, person running the clock, and penalty box workers. Parents are required to work at their player's home games. We need an adult to run the clock, keep score, and to work the penalty boxes. We will also need admission workers if we are charging admission.

The Team Manager is responsible for coordinating the workers for their team's home games. Please do your part by learning how to run the clock and keep score.

ON-ICE OFFICIALS

We encourage players, coaches, and parents to become certified to officiate home games.

Instructional seminars and clinics are performed each fall. All registered officials are required to attend one seminar annually. These clinics have been developed on a progressive step-by-step basis so that the official can improve his/her ability and effectiveness over a period of time, be confident that he/she has received the training to do a good job and be recognized for his/her accomplishments.

TRANSPORTATION

Ride Sharing:

The Association recognizes the importance of sharing rides to and from games. Please remember the expense involved for the driver that is being so generous with their time and vehicle. The Association suggests giving the driver \$5 for mileage and also enclose \$5 per meal for your skater.

- * Use or Possession of Tobacco
- * Use or Possession of Alcohol
- * Use or Possession of a Controlled Substances

Notification to be made to Rugby Amateur Hockey Association, PO box 301, Rugby, ND 58368 or by telephone to the President of the Board.

Signature

Date

**SECTION III
Procedures for Violation of Use of Alcohol, Tobacco, and Controlled Substances Policy**

The Board of Directors shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rules.

If, through the course of the investigation, the Board finds probable cause to believe that Section I of this policy has been violated, he/she shall give the player immediate notice of the suspension. The period of suspension shall begin from the date and time that the Board gives the notification to the player.

The player shall have the right to a hearing within three week days.

During the period between notification and hearing, the suspension may be deferred for good cause shown.

Such hearing shall be on notice and conducted by the Board President. The player shall have the right to be present at the hearing and offer such testimony and other evidence the player deems material. The player shall have the right to confront and question the person or persons who complained of such violation of Section I of this policy.

SEXUAL & PHYSICAL ABUSE/HARASSMENT POLICY

RAHA will conform to NDAHA Sexual and Physical Abuse Screening Policy. All coaches, team managers and Board members will be screened by NDAHA following their policy and prior to having any contact with participants (players).

RAHA is committed to providing a safe, positive learning and working environment for all players, coaches, officials and volunteers. Therefore, sexual harassment is prohibited and will not be tolerated in any form. No one involved with RAHA activities shall be subjected to sexual harassment.

It will be a violation of this policy for any player, coach, official or volunteer of the RAHA to harass another player, coach official or volunteer through conduct or communications as defined by this policy.

The RAHA board members and team managers will make it clear to staff, parents and players that sexual harassment is prohibited by board policy and is grounds for disciplinary action. Supervisors will use board meetings, parent meetings and player meetings to inform all adults and players involved with the RAHA activities of their rights and remedies under the law.

Definition

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a player's participation in hockey activities.
- Submissions to or rejection of such conduct by a player, coach, official or volunteer is used as the basis for decisions affecting that person.
- Such conduct has the purpose or effect of unreasonably interfering with a player's, coach's, official's or volunteer's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment, as defined above, may include, but is not limited to:

- Sex oriented verbal "kidding", abuse or harassment
- Pressure (subtle or otherwise) for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching or constant brushing against another's body
- Non-sexual conduct, such as statements of hostility, rudeness, name-calling or actions, which intimidated another person, can be abusive and therefore will constitute harassment. These actions are also prohibited.

Procedures

Any person who believes he or she has been the victim of sexual harassment by any player, coach, official or individual involved with the Rugby Amateur Hockey Association should report the alleged acts immediately to a coach, team manager, or board member. Also, any third person with knowledge or believe that conduct, which may constitute sexual harassment, has occurred, should report the alleged acts to a coach, team manager, or board member.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status as a member of RAHA.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the Rugby Amateur Hockey Association's legal obligations and with the necessity to investigate allegations of harassment and to take corrective action when this conduct has occurred.

Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. Such retaliation shall be considered a serious violation of the policy regardless of

