



DISCIPLINE- Players, parents/guardians, coaches and Board of Directors

Players, parents/guardians, coaches and HCMHA Board of Directors all must sign a Code of Conduct and by doing so, agree to abide by it. The HCMHA Codes of Conduct define and set the standard of the behaviour, responsibilities and obligations that is expected at all levels of involvement in the association. This policy identifies the procedures to be followed when there is any violation of the HCMHA Code of Conduct by either a player, parent/guardian, coach or HCMHA Board member at any HCMHA activity, program or event.

As a reminder, all HCMHA Board of Directors and Association Volunteers (i.e Coach Director, Complaints Liaison etc.) must declare what teams they have direct or indirect affiliation with. No coach, manager, player, official, Board Member or Executive Volunteer shall be eligible to vote with respect to any complaint, protest or suspension involving a team or league with which that individual is associated. In addition, they shall not be eligible to serve on any special committees investigating such matters. When a conflict of interest arises, the individual shall immediately notify the HCMHA Board of Directors and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members may be asked to remove themselves from the room during the discussions and complaint resolution process.

Types of Violations

Failure of a player, parent/guardian, coach or board member to comply with the applicable HCMHA Code of Conduct constitutes a violation. This may result in disciplinary action against the offender. Violations of the Code of Conduct will be reviewed and decided using the disciplinary procedures set out in this policy, except where a violation falls under another governing body such as (but not limited to) CAHL or HA. In such instances, violations will be referred to the appropriate governing body for adjudication.

Below are examples of violations:

- Un-sportsmanlike conduct.
- Disrespectful comments or behaviour directed towards others
- Being late for, or absent from, HCMHA events and activities at which attendance is expected or required.
- Intentional damage or vandalism to HCMHA property, Town of Black Diamond property, property of other Minor Hockey Associations or other municipalities
- Pranks, jokes or other activities that endanger the physical safety or emotional well-being of another
- Deliberate disregard for the code of conduct, bylaws, policies, procedures, rules, regulations and directives of HCMHA.
- Conduct, actions or behaviour that intentionally damages the image, credibility or reputation of HCMHA including but not limited to: the association as a whole, any HCMHA volunteers (i.e. coaches, Executive Volunteers) or Board of Directors
- Behaviour or actions that constitutes: physical abuse, bullying, harassment or hazing.
- Abusive use of alcohol and any illicit drugs as well as any use of drugs or alcohol by minors



Reporting a Violation

Any individual may report to a representative of HCMHA (i.e. Coach Director, Complaints Liaison, HCMHA board member) a violation of the Code of Conduct by a player, parent/guardian, coach or board member. The complaint must be in writing and the complainant may use the HCMHA Complaint form (available in the HCMHA Policies and Procedures Manual and on-line). The complaint must be made within 7 days of the alleged violation. If an official complaint form is not used, a written letter (email or hand delivered) may be considered in lieu of the official complaint form but the writer may be asked for further information. If a complaint is not put in writing, it will not be investigated. Upon receiving a complaint, the representative will provide it immediately to any member of the HCMHA Board of Directors.

- Upon receiving a complaint, the Board Member will then inform the remaining HCMHA Board of Directors that a complaint has been received.
- The HCMHA Board of Directors will determine if the complaint falls within the scope of the HCMHA discipline policy. If not, the HCMHA will refer it to the appropriate body having jurisdiction such as CAHL, HA or other.
- Determine which (if any) HCMHA Board members have a conflict of interest and remove them from the complaint resolution process
- Determine which remaining HCMHA Board Members will work on the resolution of the complaint and if additional members are necessary
- Refer the complaint to the Complaints Liaison. The Complaints Liaison will begin an investigation into the complaint. This may include: oral interviews by phone or in person, written statements, evidence review or a combination of these methods.
- Once the investigation is complete, the Complaints Liaison will refer the findings to the Discipline Committee for review.

The HCMHA Board of Directors reserves the right to ask one or more parties involved in the complaint to stay away from any HCMHA events (practices, games, etc.) if there is a valid safety concern. The parties may be asked to stay away until such time that the complaint review is complete.

Discipline Committee and Responsibilities

The Discipline Committee has an overall responsibility to ensure that fairness, discretion and confidentiality is respected at all times during the process and to provide resolution as soon as possible. The Discipline Committee will be comprised of (3) association members including a minimum of (1) HCMHA Board member. Association members that are at arm's length to the incident may be asked to join the Discipline Committee. These members will be asked to sign a confidentiality agreement and complete a disclosure statement prior to reviewing the complaint.



The Discipline Committee will determine:

- Whether a violation has in fact occurred or if the complaint is simply a ‘difference of opinion’
- Whether the complaint warrants further investigation in addition to what has already been provided by the Complaints Liaison. If yes, this may include further oral interviews in person or by phone, written statements, evidence review or a combination of these methods. The investigation must be as fair and impartial as possible.

Complaint Resolution

The Disciplinary Committee must determine whether or not a violation has occurred.

Where it is determined that a violation HAS NOT occurred:

- The Disciplinary Committee is to advise the HCMHA Board of Directors that the complaint should be dismissed and provide reasons to justify dismissal.

Where it is determined that a violation HAS occurred:

- The Disciplinary Committee recommends the appropriate disciplinary action or punishment as outlined in this policy and advises HCMHA Board of Directors. The decision must include as much factual evidence as possible to support disciplinary action.
- HCMHA will review the disciplinary recommendations. If the HCMHA Board of Directors is in agreement, they will advise the offender of the punishment in writing. If the HCMHA is not in agreement, it will ask for further clarification from the Disciplinary committee
- A reasonable deadline must be provided in the written decision for the offender to complete the disciplinary action imposed.
- The offender will be given the opportunity to provide a rebuttal to the Disciplinary Committee which may or may not change the recommended disciplinary action.

Where a disciplinary action or punishment has been imposed:

- Coordinate with other HCMHA representatives as necessary (manager, coaches, Coach Director, HCMHA Board member etc.) to monitor offender to ensure that disciplinary action is completed as requested.



Disciplinary Actions

The following are examples of disciplinary actions that may be imposed where it is found that a violation has occurred. One (or more) of these disciplinary actions may be imposed:

- Verbal warning from HCMHA
- Written warning from HCMHA
- Offender must provide an apology. Offender can be requested to issue an apology either verbally, in writing or both
- Act of service or other voluntary contribution to HCMHA
- Require that “Respect in Sport” be re-completed at the offender’s expense
- Suspension from certain privileges of HCMHA membership for a designated period of time such as (but not limited to): participation in games or practices, participation as a spectator at games/practices, coaching duties, attendance at any HCMHA events
- Permanent expulsion from HCMHA

Failure of any player, member, parent/guardian, coach or board member to complete the disciplinary actions as directed by the Discipline Committee and/or by the HCMHA Board of Directors may also result in one or more of the following:

- Removal of certain privileges of membership
- Suspension from certain or all HCMHA events or activities for a designated period of time
- Permanent expulsion from HCMHA membership

This document is based on the “Discipline Policy” created by
St. Mary’s Minor Hockey Association.

http://smmha.ca/Public/Documents/SMMHA%20PolicyProcedures%20Manual_May2011.pdf