



High Level Minor Hockey Association  
Conduct Management Manual  
“Positive Participation Program  
Revised May 2018”



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## Introduction

It has been determined that improper conduct is detrimental to the development of players, coaches, officials and volunteers in minor hockey and can be directly linked to many quality participants exiting the game. Further to this point is the struggle that is encountered in dealing with improper behavior in a proper and timely fashion. The intended result of the Conduct Management Program would be a clear understanding of defining, identifying and dealing with unacceptable behavior through a fair and consistent process. It is not intended to replace the existing Bylaws or Policies and Procedures but to highlight the Bylaws, Policies and Procedures that are already in place as they pertain to conduct management. The program will serve as communication with all HLMHA members to better understand the responsibilities and expectations as a condition of membership.

### 1.0 Philosophy and Program Name:

The High Level Minor Hockey Association (HLMHA) conduct management program shall be called “**Positive Participation**”

Over the past several years it has become increasingly apparent that participating in the Game, whether as a player, coach, official, parent volunteer or spectator, has become less and less enjoyable. People are leaving the Game for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials, parents, volunteers and players amongst themselves is increasingly more unacceptable, both on and off the ice. The (HLMHA) views the “**Positive Participation**” program as support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and positive development of the Game. We see this program as a vehicle to assist them to further these values and make the Game even better and more enjoyable. One could view the “**Positive Participation**” program as a celebration of the positive elements of the Game that will overwhelm those negative elements that have unfortunately tainted the reputation of the Game today. Those few who question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the “**Positive Participation**” program to make our Game even better.

### 2.0 Objectives:

To provide a program which plays a significant role in the development of a young person’s values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct which provides;

- ❖ Respect for persons
- ❖ Protection from harm
- ❖ Development of ethical conduct towards others
- ❖ Notions of justice, fairness, equality
- ❖ Caring attitudes
- ❖ Freedom to enjoy, flourish
- ❖ Respect for the game



It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

This program is not intended to be a new process for complaining about officiating or general hockey rules. The objective is to promote and insure acceptable behavior.

### 3.0 Definition of “Unacceptable Behavior”

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, official or volunteer). When there is a situation of “unacceptable behavior”, the **responsibilities** of “The HLMHA, coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided, and reporting is encouraged, as it is an important step in attaining the objective.

#### 3.1 Abuse and Neglect

3.1.1 When any person has reasonable grounds, during HLMHA business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. HLMHA President should also be advised of the intent to report.

3.1.2 HLMHA shall take no further action until the authorities and/or Police have concluded their investigation, unless there is cause for an immediate Suspension on an interim basis to protect the child from further harm.

3.1.3 The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by HLMHA.

#### 3.2 Harassment

Harassment is a form of discrimination. Harassment is prohibited by Human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

3.2.1 Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- (a) Unwelcome jokes, innuendo or teasing about a person’s looks, body, attire, age, race, religion, sex or sexual orientation.
- (b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- (c) Practical jokes that cause awkwardness or embarrassment, endanger a person’s safety or negatively affect performance.
- (d) Unwanted or unnecessary physical contact including touching, patting or pinching.
- (e) Any form of hazing.
- (f) Any form of physical assault or abuse.
- (g) Any sexual offense.



- (h) Behavior such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative, hostile or uncomfortable environment.

## 4.1 Complaint Handling Procedure

### 4.1.2 Implementation Trigger

The reporting of unacceptable behavior by a coordinator, spectator, coach, player or official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

## 4.2 Reporting Process

- The following steps must be followed for a complaint to be addressed. After a 24 hour “cooling off” period:

### Step 1. Speak to the Team Manager

The Team Manager will bring forward the concerns to the parties involved and attempt to mediate. Every attempt should be made to resolve issues at the team level. If resolution is not reached;

### Step 2. Utilize the Disciplinarian

The Team Manager will bring forward the concerns to Disciplinarian, who will attempt to mediate. Every attempt should be made to resolve issues at the team level.

\*If your issues have not been addressed:

### Step 3. Put your concerns in writing

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, then an Incident Report Form (Appendix H) must be completed and submitted to the Disciplinarian.

## 4.3 Responsible Reporters

### 4.3.1 On/Off Ice Officials

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing, or abusing a game participant (coach, player, official or volunteer), the official will at the stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behavior. If the behavior continues, the official will document the offense or action on an On/Off Ice Official Incident Report Form (Appendix J) and forward it to the Disciplinary Committee.



### 4.3.2 Directors, Spectators, Players

If in the opinion of a coordinator, spectator or player an individual is verbally or physically harassing or abusing a game participant (coach, player official, or spectator), an Incident Report Form (Appendix H) is to be completed and forwarded to the Disciplinary Committee outlined in 4.2. This will trigger the complaint handling procedures.

## 4.4 Enforcement

- a) Disciplinary Committee will consist of Disciplinarian and a minimum of two members of the HLMHA board that are not associated with the division at hand.
  - b) The President shall be notified of any disciplinary matters, before the Disciplinary Committee convenes to deal with the issue, to ensure there are no potential conflict of interest.
- 4.4.1 Any disciplinary matter involving the conduct of a player, coach, team official, parents, Executive member, or any other individual whose conduct falls under the jurisdiction of the HLMHA shall be dealt with by the Disciplinary Committee which shall be established by the Board in accordance with the provisions of this article;
  - 4.4.2 If the disciplinary matter involves a coach, the Director of Hockey Operations shall sit on the Disciplinary Committee;
  - 4.4.3 If the disciplinary matter involves a referee, the matter must be resolved Under the jurisdiction of the appropriate Referee Association;
  - 4.4.4 Disciplinary Committee Meetings are to be held separate from the HLMHA regular Meetings;
  - 4.4.5 The Disciplinary Committee may suspend or expel a team, coach, manager, player, Executive member, or member of the Association for “Unacceptable Behavior” as outlined in 3.0.
  - 4.4.6 Upon receipt of a signed written complaint, a meeting of the Disciplinary Committee may be called to deal with conduct concerns;
  - 4.4.7 The Disciplinary Committee will investigate the incident to the best of their abilities and shall provide a written report that outlines their recommendations for the members involved with every effort to do so within fifteen (15) days of receiving the complaint letter.
  - 4.4.8 The Disciplinary Committee shall meet as soon as can be reasonably expected if a signed written complaint or protest is submitted and will render its decision, after any necessary consultation with Hockey Alberta or the league governing body if deemed necessary;
  - 4.4.9 All persons involved in the disciplinary issue shall be given equal opportunity to explain their particular position in relation to the matter being discussed;
  - 4.4.10 In the event the individual that will be subject to the decision of the Disciplinary Committee is under the age of eighteen (18) years, a parent or guardian of such individual shall be entitled to attend with him or her at any Disciplinary Committee meeting.
  - 4.4.11 The decision of the Disciplinary Committee will be issued in writing to the parties Involved and will be binding pending its appeal;



- 4.4.12 Any suspension or expulsion shall be by a majority vote of the Disciplinary Committee and any suspension or expulsion may be revoked at the will of the Executive;
- 4.4.13 An appeal to the ruling of the Disciplinary Committee must be made in writing to the President within seven (7) days of notification of the ruling. This stipulation shall be brought to the attention of all parties involved at the time of the hearing;
- 4.4.14 All decisions shall be subject to appeal to Hockey Alberta as provided for in Bylaw XUI of Hockey Alberta.

The Disciplinary Committee will follow the guidelines as set out in (Appendix H).

## 4.5 Coach Authority

The Coaches of the High Level Minor Hockey Association have the right and the responsibility to maintain team and player discipline. Disciplinary action may be taken by a Coach to enforce appropriate conduct including compliance with the Association's Bylaws and Policies. Compliance with the Positive Participation Program's Players Code of Conduct and with the team rules as set by the coaching staff. At the Coaches' reasonable discretion Disciplinary consequences which may include; sitting a player out for portions of a practice or game, suspension from playing depending on the severity of the offense. The Association Board will stand behind its coaches in enforcing appropriate discipline.

## 4.6 Appeal Process

- 4.5.1 Any appeal from a disciplinary action will be brought forward to the Executive.
- 4.5.2 Any appeal or protest shall be in writing supported by evidence and shall be signed by the appellant.
- 4.5.3 The Executive shall hold a hearing at the appointed time and place and notify The appellant.

## 5.1 Introducing the Program

At the start of each hockey season the executive will hold a meeting with all Team Managers and Coaches to present the "Positive Participation Program". At the meeting the following will be covered;

- ❖ Detail the objectives
- ❖ Outline the expectations
- ❖ Lay out the consequences
- ❖ Explain the team's responsibilities
- ❖ Explain the Association's responsibilities
- ❖ Explain the distribution & collection method that will be used

A copy of Appendix A, B, C, E, F, G, H, I and other pertinent information will be available online at [www.hlmha.com](http://www.hlmha.com).



A member of the executive will present the Conduct Management Manual and the “Positive Participation” program to the parents at the first parent meeting.

The Head Coach will receive a copy of the Conduct Management Manual and present the “Positive Participation” program to the players at the first players meeting.

## 5.2 Other Notifications and/or Partnerships

A copy of the HLMHA “Positive Participation” program will be provided online at [www.hlmha.com](http://www.hlmha.com).

## 5.3 Codes of Conduct, Forms, Policies and Procedures and Guidelines

Codes of Conduct serve as a guideline to acceptable behavior. All members of the HLMHA are subject to the consequences for unacceptable behavior as the Positive Participation Program is part of the Policies and Procedures of the High Level Minor Hockey Association and must be followed as a condition of membership. Failure to do so can result in disciplinary action.

**Appendix A** Parent Code of Conduct – To be Included with each registration

**Appendix B** Player Code of Conduct – To be Included with each registration

**Appendix C** Coach Code of Conduct – To be reviewed at the coaches and managers meeting with every Head Coach, Assistant Coach, Safety Person, Manager or any other person considered to be part of the coaching staff.

**Appendix D** Official Code of Conduct – To be given to the Referee Coordinator to post in the referee room at the arena

**Appendix E** Executive Code of Conduct – To be handed out to all Executive Members

**Appendix F** Player Discipline Form – Copies to be available online for all Coaches

**Appendix G** Incident Report Form – Copies to be available online

**Appendix H** Discipline Guidelines

**Appendix I** On/Off Ice Official Incident Report Form – Copies to be available in the Referee room at the arena





High Level Minor Hockey Association  
Positive Participation Program  
Appendix A – Parent Code of Conduct

Membership in HLMHA is not a right – it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of this code. All parents must sign this form before being allowed to participate in HLMHA.

- ❖ I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A, the High Level Minor Hockey Association, the League in which the Association operates and the Coaches.
- ❖ I will show respect for the judgement and authority of the officials and coaches by supporting the decisions they make and not undermining their efforts. I will not verbally abuse officials or coaches.
- ❖ I will show respect before, during and after practices and games by not using abusive or foul language or harassing players, coaches, officials, spectators or other participants. I will maintain self-control at all times.
- ❖ I will refrain from behavior which may have the effect of creating a negative, hostile or uncomfortable team environment.
- ❖ I will ensure that my child is at practices and games on time or I will contact the coach ahead of time.
- ❖ I will respect the facilities, either home or away, in which my child is privileged to play.
- ❖ I will exhibit a high degree of sportsmanship, teamwork and positive attitude.
- ❖ I will avoid unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- ❖ I will ensure that my child's equipment is complete, safe and in good condition.
- ❖ I will not approach the bench during a game situation unless summoned by a coach.
- ❖ I will avoid confusing my child by coaching from the stands.
- ❖ I will support the team as a whole, not just my own child. I will not be critical of players, parents coaches or referees.
- ❖ I will encourage my child to play by the rules and to resolve conflict in a positive manner without resorting to hostility or violence.
- ❖ I will attend all parent meeting scheduled by my child's coach or team liaison/manger: in my absence I will accept decisions made by the majority of team parents.
- ❖ I will help with team chores such as fundraising, working the clock and penalty box, etc.
- ❖ I will recognize the value and importance of the volunteers who give their time and resources to provide hockey for my child.
- ❖ If I wish to express concern or make a complaint, I will do so using the appropriate channels and in a positive and constructive manner.
- ❖ HLMHA may suspend or expel any team, member of a team or parent refusing to accept and abide by the Code of Conduct.

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

PRINT NAME: \_\_\_\_\_

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



High Level Minor Hockey Association  
Positive Participation Program  
Appendix B – **Player Code of Conduct**

Membership in HLMHA is not a right – it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of this code. All players must sign this form before being allowed to participate in HLMHA.

- ❖ I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., the High Level Minor Hockey Association, the League in which the Association operates and my Coaches.
- ❖ I will play hockey because I want to not because others want me to.
- ❖ I will attend all games and practices on time or contact the coach ahead of time.
- ❖ I will commit to my team by attending practices, games and tournaments.
- ❖ I will respect the arena facilities and staff, either home or away, in which I am privileged to play. I will behave myself at all times in all public places, including hotel rooms and restaurants, etc., during minor hockey events. I will leave a positive impression of HLMHA.
- ❖ I will exhibit a high degree of sportsmanship, respect for others, teamwork and self-control at all times when representing my team and the HLMHA.
- ❖ I will refrain from using foul language towards teammates, coaches, officials and opponents.
- ❖ I will control my temper – fighting and mouthing off will not be tolerated.
- ❖ I will respect the decisions, judgements and authority of the officials and coaches. I will remember that coaches and officials are there to help me.
- ❖ I will listen to my coach instructions.
- ❖ I will show respect for my teammates and opponents.
- ❖ I will encourage and support my teammates to create a positive team atmosphere.
- ❖ I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are also important.
- ❖ I will ensure that my equipment is complete, safe and in good condition.
- ❖ HLMHA may suspend or expel any team, member of a team or parent refusing to accept and abide by the Code of Conduct.

LOVE THE GAME ABOVE THE PRIZE.

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

PRINT NAME: \_\_\_\_\_

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



High Level Minor Hockey Association  
Positive Participation Program  
Appendix C – **Coach Code of Conduct**

- ❖ I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., the High Level Minor Hockey Association and the League in which the Association operates.
- ❖ I will obtain proper training and continue to upgrade my coaching skills as required.
- ❖ I will exhibit a high degree of sportsmanship, teamwork and positive attitude at all times.
- ❖ I will respect the rules of the game, opponents, officials and their decisions and teach my players to do the same.
- ❖ I will do my best to control the behavior of my players.
- ❖ I will refrain from using foul language towards players other coaches, or officials.
- ❖ I will show respect for the feelings and abilities of my players and the players on the other team.
- ❖ I will ensure that my player's equipment is complete, safe and in good condition.
- ❖ I will prohibit unacceptable conduct within dressing rooms, on the player bench, or on the ice surface.
- ❖ I will organize practices that are fun and challenging for players. I will familiarize myself with the rules, techniques and strategies of hockey I will encourage all my players to be team players. I will be prepared. I will not ask anything of players, other coaches, executive or parents that I would not ask or expect of myself.
- ❖ I will be reasonable when scheduling games and practices.
- ❖ I will manage conflict at the team level to the best of my ability.
- ❖ I will keep lines of communication open with parents, players, and the executive.
- ❖ I will fill out a Player Discipline Form and inform parent/guardian of the documentation. This form is for my files unless the matter goes further, such as Parent Liaison meetings or the Disciplinary Committee.
- ❖ I will be a positive role model to my players and display emotional maturity by maintaining self - control.
- ❖ I will remember the value of a positive and respectful approach, even in discipline.
- ❖ I will ensure that all players get equal instruction, support and fair playing time.
- ❖ I will keep winning in perspective and accept defeat graciously.

Love the game above the prize.

\*Fair ice time determined by the coach, weighing factors such as player commitment, work ethic, dedication and situation play throughout the season. Considering these factors fair may not always imply equal in any given game.

I have read and agree to abide by the rules and the principles of the Coach Code of Conduct as set and supported by the High Level Minor Hockey Association.

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

PRINT NAME: \_\_\_\_\_

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



High Level Minor Hockey Association  
Positive Participation Program  
Appendix D – On Ice Official Code of Conduct

- ❖ I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., and the High Level Minor Hockey Association and the League in which the Association operates.
- ❖ I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability within the rules.
- ❖ I will avoid or remedy any situation that threatens the safety of the players.
- ❖ I will maintain a healthy atmosphere and environment for competition.
- ❖ I will not permit the intimidation of any player by word or by action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches or spectators.
- ❖ I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
- ❖ I will handle all conflicts firmly but with dignity.
- ❖ I will accept my role as a teacher and role model for fair play, especially with young participants.
- ❖ I will remain open to constructive criticism and show respect and consideration for different points of view.
- ❖ I will obtain proper training to upgrade my officiating skills.
- ❖ I will work in co-operation with coaches for the benefit of the game.

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

PRINT NAME: \_\_\_\_\_

ON ICE SIGNATURE: \_\_\_\_\_



High Level Minor Hockey Association  
Positive Participation Program  
Appendix E – Executive Code of Conduct

“We are a progressive forward-thinking board here for the benefit of the players and the Association today, tomorrow and into the future; we will respect and appreciate what members of the past have brought to the Association.”

- Executive members of HLMHA are aware of their expectations and are accountable to all members of the Association.
- Executive members are expected to adhere to the following:
- Carry out their responsibilities as set out by the HLMHA in a consistent manner and to the best of their abilities.
- Make decisions believed to be in the best interests of the Association.
- Encourage a hockey program that focuses on the development of players.
- Gather background information made available to them prior to rendering a decision.
- Seek further input when they are unsure of the issues or uncertain as to the preferred course of action within a timely manner.
- Acquaint themselves with the Constitution, Policies and Procedures and Conduct Management of HLMHA.
- If complaints are received, refrain from comment and direct members to the proper complaint process consistently.
- Refrain from making any comments on behalf of the Executive to any individuals or groups, other than to address the board and respond appropriately.
- Step down from participating in matters where a conflict of interest is perceived.
- Executive members are elected to represent the Association as a whole not for any individual or team benefits.
- An Executive member will not make improper use of position and/or improper use of information.
- Act as good stewards of the Association, through ethical conduct.
- An Executive Member is not restricted in any public statement they choose to make, but as a Member of the Executive they are expected to:
  - Support the Executive and its directors
  - Support the current Policies and Procedures of the HLMHA
  - Support the decisions and resolutions of the HLMHA
  - Retain in confidence any matters presented in confidence

\_\_\_\_\_  
Signature of Executive Member

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



High Level Minor Hockey Association  
Positive Participation Program  
Appendix F – **Player Discipline Form**

Date of Incident: \_\_\_\_\_

Team: \_\_\_\_\_

Player Name: \_\_\_\_\_

Reason for Discipline: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disciplinary Action Taken: \_\_\_\_\_

\_\_\_\_\_

Effective date/s of Discipline: \_\_\_\_\_

- Parent/Guardian Informed

\_\_\_\_\_  
Coach Name

\_\_\_\_\_  
Coach Signature

Note: This form will be used at the discretion of the Coach. It will serve as your record if a parent and/or player disagree with your disciplinary action and pursue it beyond the team level. If in disagreeing with your disciplinary action inappropriate conduct is displayed by a parent then you must follow the steps outlined in 4.2 of the Conduct Management Manual.



High Level Minor Hockey Association  
Positive Participation Program  
Appendix G – Incident Report Form

Submit completed form to the Conduct Management/Team Liaison Director

This form is to be utilized by anyone in the High Level Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME) \_\_\_\_\_

NAME(S) OF ADDITIONAL WITNESSES \_\_\_\_\_

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Please write clearly or type the report. Reports that are not legible will not be reviewed.

You can expect the HLMHA Disciplinary Committee to investigate your report. Unfortunately, a written response to all reports is not possible. We will however make every effort to contact complainants at some point during or after the investigation.

Please summarize your expectations of the outcome resulting from your report:

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If additional space is required, please use reverse side or attach separately.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

PHONE: \_\_\_\_\_

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



High Level Minor Hockey Association  
Positive Participation Program  
Appendix H – **Discipline Guideline**

In many instances, offences that are similar to those identified in the Hockey Alberta Minimum Suspension Guidelines will be dealt with in the same manner. The only difference being that when we are dealing with adults who should know better, they would be given an additional game suspension.

When an individual is suspended, they are suspended from all Minor Hockey activities. This includes attending other sibling's games if they are a parent with other children playing hockey. It also includes refereeing games if they are a referee.

ALL SUSPENSIONS WILL BE REVIEWED BY THE PRESIDENT OF HLMHA, OR HIS/HER DESIGNATE, TO ENSURE CONSISTENCY IN THE APPLICATION OF DISCIPLINE IS MAINTAINED.

Severity of Discipline

a. **Mild** (Reprimand and /or 2 game suspension)

This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person re-offending.

b. **Moderate** (Minimum 3 games suspension)

This is for offences which are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would also be applied to individuals who have not accepted responsibility for their actions, shows no remorse and the likelihood of re-offending is high.

c. **Severe** (Minimum 5 games to 3 years suspension)

This is for the most serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have re-offended multiple times or have not accepted responsibility for their actions show no remorse and are likely to re-offended.

The following individuals have been delegated authority to assess suspensions on behalf of the HLMHA.

The President or his/her designate  
The Disciplinary Committee  
The Executive Board Members as a whole  
The Head Coach or his/her designate – for player suspensions





High Level Minor Hockey Association  
Positive Participation Program  
Appendix I – On/Off Ice Official Incident Report Form

Submit completed form to the Disciplinary Committee

This form is to be utilized by an on or off ice game official for the High Level Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME) \_\_\_\_\_

NAME(S) OF ADDITIONAL WITNESS \_\_\_\_\_

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Please write clearly or type the report. Reports that are not legible will not be reviewed.

You can expect the HLMHA Disciplinary Committee to investigate your report. Unfortunately, a written response to all reports is not possible. We will however make every effort to contact complainants at some point during or after the investigation.

Please summarize your expectations of the outcome resulting from your report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If additional space is required, please use reverse side or attach separately.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

PHONE: \_\_\_\_\_

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