



## **SECTION 10**

### **CONDUCT & DISCIPLINE**

Membership in the SCMHA, as well as participation in the activities of the SCMHA, brings with it many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including but not limited to complying with the Code of Conduct, Policies, Regulations and Rules of the SCMHA.

The SCMHA Codes of Conduct and the Policy and Procedures Manual identify the standard of conduct, which is expected of members, and other persons involved in SCMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

This policy applies to all members of the SCMHA, as well as to all individuals participating in activities, including but not limited to players, family members, coaches, officials, volunteers, directors, officers, tournament coordinators, committee members, team managers, trainers and administrators.

This policy applies to discipline matters, which may arise during the course of all SCMHA business, activities and events, including but not limited to competitions (including exhibition games), practices, training camps, meetings and travel associated with these activities.

#### **10.0 Discipline Committee**

10.1 The Discipline Committee shall consist of 5 members, 4 appointed members with one being identified as the Chair. The fifth member will be an Executive member who will rotate through the committee.

The Vice President will hand off all matters related to discipline to the Chair of the Discipline Committee.

10.2 Under this policy, there shall be three types of infractions, which may warrant discipline:



**Technical infractions** - these are violations of the Regulations and Rules of Competition of the PCAHA and/or BC Hockey, which shall result in automatic sanctions as specified in the PCAHA and/or BC Hockey Operations Manual.

**Minor infractions** - these are infractions under the SCMHA Code of Conduct which are not severe but which may warrant immediate corrective action as specified in this Policy. See Appendix A.

**Major infractions** - these are infractions under the SCMHA Code of Conduct, which are more severe and may warrant disciplinary action as specified in this Policy. See Appendix A.

### 10.3 Technical Infractions

The President is responsible for ensuring that all PCAHA/BC Hockey issued suspensions are reported directly to the Discipline Committee within 48 hours.

#### **Discipline listed below is in addition to suspensions given by BC Hockey**

- a) any player discipline action administered by any team in any division and/or stream must be documented using the SCMHA Player Discipline Form (Appendix B). Copies must be given to the player/parent and the respective Division Coordinator. Division Coordinators will forward to the Vice President.
- b) A coach of any SCMHA team may suspend, for discipline, any player for a maximum of 1 game.
- c) Suspensions of more than 1 game can only be given by the Chair of Disciplinary Committee or the President.
- d) SCMHA tracks all penalties received by individual members. In doing so it may notify an individual regarding their conduct within the association.
- e) The first gross or match penalty received by any member on any team in any stream will receive a letter from the Discipline Committee.
- f) Upon receipt of the player's 3rd major penalty resulting in a suspension triggers the Multiple Suspension Procedure (10.4)
- g) a suspended player who knowingly plays or a coach who knowingly plays a suspended player will be suspended immediately pending a discipline committee hearing. The player and/or coach risk indefinite suspension.



## 10.4 Multiple Suspension Procedure

Upon receipt of the players 3rd major penalty resulting in a suspension the player shall complete a Multiple Suspension Report (Appendix C). Upon completing his/her portion the report is given to the players coach to complete, after which time it is handed in to the Vice President. The Vice President will forward the report to the Chair of the Discipline Committee and the issue will be dealt with as a Major Infraction.

The Committee will review the situation, with player and parent present, and determine any necessary discipline, including additional suspensions. Failure to appear will cause immediate suspension pending appearance. Once the third suspension is received the player is suspended from playing further games until such time the Review has been completed.

Needless to say, the purpose of this procedure is to have the player recognize his/her behaviour and stop making poor choices. unfortunately not all players will do this.

For fourth or further suspensions:  
the player is suspended from play or practice immediately until another review by the Discipline Committee  
The Review will be called at a cost of \$50 to the player, paid by check to SCMHA before the meeting starts.  
Consequences could result in suspension for the remainder of the season.

If unacceptable behaviour such as foul language or disrespect for the process is displayed at any time by the player or the parent/guardian during this procedure, the meeting can and will be cancelled. The player will remain suspended until a new Discipline Meeting can be scheduled.

## 10.5 Minor Infractions

a) Disciplinary situations involving minor infractions occurring within the jurisdiction of the SCMHA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to coach, team manager, executive or committee member, tournament chairperson, official).

b) Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction



and has an opportunity to provide information concerning the incident.

c) All disciplinary action shall be documented on the Player Discipline Form and sent to the Division Coordinator who will forward it to the Discipline chair within 7 days. All documentation may be used at a later date, as supporting evidence should there be reoccurrence of a similar violation. See Appendix B- Progressive Discipline Form.

d) The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- i) Verbal reprimands
- ii) Written reprimand to be sent to the individual
- iii) Verbal apology by the individual
- iv) Written apology by the individual
- v) Suspension from the current competition and/or 1 further game or duration of tournament. Other sanctions as may be considered appropriate for the offense, upon further review by the Discipline Committee.

e) Note: Suspensions of more than one game must be approved at the discretion of the Discipline Committee.

f) Upon receipt of a Progressive Discipline Form, the Discipline Committee shall determine if the incident is better dealt with as a major infraction, and/or if a hearing is required to address the incident as a major infraction.

### **10.6 Major Infractions**

a) If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and, in any event, no later than 7 days from date of receipt of the Progressive Discipline Form, and shall be advised of the procedures outlined in this Policy.

b) The alleged offender will have 7 days to respond, in writing, to the Discipline Committee.

c) The Discipline Panel shall hold the hearing as soon as possible, but not more than 14 days after the receipt of the accused response. The Panel may decide to conduct the hearing in person or by telephone.

d) The Panel shall govern the hearing by such procedures as it may decide, provided that:



## SCMHA Policy & Porcedure Manual

i) The person alleged to have committed an infraction should be given written notice (by courier registered mail/email) of the day, time and place of the hearing.

ii) The Panel may request that witnesses to the infraction be present or submit written evidence.

e) If at any point in the proceedings, the alleged offender becomes reluctant to continue it shall be at the sole discretion of the Discipline Committee to continue the review of the infraction in accordance with this policy.

f) After reviewing and deciding the infraction matter, the Panel shall present its findings in a written report to the President of the SCMHA, for the purpose of Board Approval, This report shall contain:

i) A summary of the relevant facts

ii) A determination as to whether the acts complained of constitute an infraction as defeneded in this policy

iii) Disciplinary action to be taken, if the acts constitute an infraction.

g)When directing appropriate disciplinary sanction, the Disciplinary Committee shall consider factors such as:

i) The nature and severity of the infraction

ii) Whether the infraction involved any physical contact

iii) Whether the infraction was an isolated incident or part of an ongoing pattern

iv) The nature of the relationship between the parties involved

v) The age of the Complainant

vi) Whether the alleged admitted responsibility, expressed remorse, a willingness to change or make amends.

h)Failure to comply with a sanction as determined by the panel shall result in further disciplinary action up to and including legal action if required.

i)Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Disciplinary Committee shall determine the appropriate disciplinary sanction. The Disciplinary Committee may hold a hearing for the purpose of determining an appropriate sanction.

j)The Disciplinary Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:



## SCMHA Policy & Porcedure Manual

- i) Written reprimand to be placed in individual's file
  - ii) Written apology by the individual
  - iii) Suspension from certain SCMHA events, which may include suspension from the current game or competition or from future competitions
  - iv) Suspension from certain SCMHA activities (i.e. competing, coaching or officiating) for a designated period of time
  - v) Suspension from all SCMHA activities for a designated period of time
  - vi) Other sanctions as may be considered appropriate for the offense
  - vii) Loss of Member in Good Standing status and expulsion from the SCMHA
- k) The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SCMHA Policy, such as those dealing with social media, bullying, harassment, doping, personnel or event-specific matters.
- l) Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately upon approval of the Board.

10.7 Notwithstanding the procedures set out in this Policy, any member or participant of the SCMHA 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 the SCMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the SCMHA in accordance with this Policy.

10.8 Any member of the SCMHA, coach, trainer, manager or player who deliberately damages or defaces facilities used by or equipment of the SMHA shall be suspended from the SCMHA until the cost of repair or replacement of the damaged equipment has been paid in full.

10.9 The use of alcohol or drugs at any SCMHA sponsored function, where kids are present, or in any arena or other facility used for such function, by any coach, trainer, manager, official or player affiliated with the SMHA will not be tolerated and may lead to suspension without refund (where applicable), for the balance of the season.

10.10 Situations arising during the season that are not covered under the disciplinary policies will be referred to the discipline committee for their ruling.



## 10.11 CONCERNS/COMPLAINTS

a) 24 hour rule shall be observed in dealing with all complaints.

b) Complaint process flow charts are found in Appendix C

### **Specifically**

c) Parent/Coach Conflict should be dealt with in the following manner

- i) After having a dispute or disagreement with the Coach, the parent should consult the Policy & Procedure Handbook.
- ii) After observing a 24 hours cooling off period the parent should speak to the Assistant Coach.
- iii) If no mutually agreeable solution speak to Manager (or team conflict designate).
- iv) If no mutually agreeable solution speak to Division Manager, if no mutually agreeable solution serve another 24 hour cooling off period. Contact Coaching Coordinator.
- v) If no solution write a letter to the SCMHA addressing it to the Vice President. Outline issues and attempts at resolution.
- vi) The VP will forward the matter to the Discipline Committee Chair who will then advise the Committee that a complaint has been received and act appropriately. The committee will report their findings and recommendation by way of letter/summary report to parents, coaches and SCMHA executive.
- vii) If the Coach has the conflict with a parent the same process should be followed except that c)ii should read "After observing a 24 hours cooling off period the parent should speak to the Team Manager".

d) Player/Coach Conflict should be dealt with in the following manner:

- i) After having a dispute or disagreement with the Coach, the player should consult the Policy & Procedure Handbook.
- ii) After observing a 24 hours cooling off period the parent should speak to the Assistant Coach. ( PeeWee level and below parent should speak to coach on players behalf; Bantam level and up player should approach coach)
- iii) If no mutually agreeable solution speak to Manager (or team conflict designate).
- iv) If no mutually agreeable solution speak to Division Manager, if no mutually agreeable solution serve another 24 hour cooling off period. Contact Coaching Coordinator.
- v) If no solution write a letter to the SCMHA addressing it to the Vice President. Outline issues and attempts at resolution.
- vi) The VP will forward the matter to the Discipline Committee Chair who will then advise the Committee that a complaint has been



## SCMHA Policy & Procedure Manual

received and act appropriately. The committee will report their findings and recommendation by way of letter/summary report to player, parents, coaches and SCMHA executive.

e) Parent/Parent Conflict should be dealt with in the following manner:

- i) After having a dispute or disagreement with another parent the parent should consult the Policy & Procedure Handbook.
- ii) After observing a 24 hours cooling off period the parent should speak to the other parent, communicating their concerns.
- iii) If no mutually agreeable solution speak to Manager (or team conflict designate).
- iv) If no mutually agreeable solution speak to Division Manager. If no resolution observe a second 24 hour cooling off period.
- v) If no solution write a letter to the SCMHA addressing it to the Vice President. Outline issues and attempts at resolution.
- vi) The VP will forward the matter to the Discipline Committee Chair who will then advise the Committee that a complaint has been received and act appropriately. The committee will report their findings and recommendation by way of letter/summary report to parties involved and SCMHA executive.

10.12 Any action by a player, family member or team official that is deemed to be retaliatory in nature with regards to an earlier finding by the Disciplinary Committee, may result in Loss of Good Standing as a member and expulsion from SCMHA.