



# DISCIPLINE CODE



**Discipline Code**

**Table of Contents**

**DEFINITIONS..... 3**

**Article 1. CODE OF DISCIPLINE ..... 4**

    1.01 Purpose..... 4

    1.02 Application ..... 4

    1.03 Administration of the Code of Discipline ..... 5

**Article 2. SUSPENSIONS AND SITOUTS ..... 6**

    2.01 League-specific Penalties (Sitout) ..... 6

    2.02 Reporting Suspensions and Sitouts..... 8

    2.03 Serving Suspensions: ..... 9

    2.04 Reporting Games Served ..... 9

    2.05 Process for Reporting Suspensions and Games Served ..... 9

**Article 3. FORFEITURES ..... 10**

**Article 4. FAIR PLAY CODE..... 10**

    4.01 Fair Play Code for Players ..... 11

    4.02 Fair Play Code for Parents ..... 11

    4.03 Fair Play Code for Coaches and Bench Staff ..... 12

**Article 5. DISCIPLINE AND APPEAL HEARING FORMAT AND GUIDELINES ..... 12**

    5.01 Disciplinary Hearing ..... 12

    5.02 When a Hearing should be Held ..... 12

    5.03 Discipline Committee Make-Up ..... 12

    5.04 Committee Responsibilities ..... 14

    5.05 Hearing Procedures ..... 14

    5.06 Appeals ..... 15

## DEFINITIONS

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WORD	MEANING
<b>Bench Staff</b>	Any team staff member who is listed on the game sheet;
<b>Discipline Director</b>	The spokesperson for ODWHA's Discipline Committee
<b>League Play</b>	Will consist of all regular season games and any playoff, quarter-final, semi-final and championship games
<b>League Sitout</b>	A consequence for an infraction of a League-specific rule. The sitout applies only to League games and is only served in League games
<b>Major Penalty</b>	Any 5-minute penalty assessed to a player
<b>Meaningful games</b>	Meaningful Games are League, Playoff, Regional Play down, Provincial Championships and Tournament games as sanctioned by the OWHA and played with the team with whom the player is registered. Exhibition games are NOT meaningful games.
<b>Minor Penalty</b>	Any 2-minute penalty assessed to a player or bench staff
<b>Misconduct 10 minute</b>	Any 10-minute penalty assessed to a player
<b>Suspendable Penalty</b>	Any Game Misconduct (GM), any Gross Misconduct (GRM), or any Match Penalty (MP)

## **Article 1. CODE OF DISCIPLINE**

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The ODWHA operates under the jurisdiction of the OWHA, follows the code of conduct and recognizes the requirements as laid out under the OWHA. It is the responsibility of all ODWHA members and participants to know and follow the OWHA By-Laws, Regulations, Rules, Policies, Procedures and Code of Conduct.

The League is built upon promoting safe and fun hockey for females of all ages. However, while having fun there are rules that must be followed. The intent of this policy is to provide additional guidelines by which the League expects its players, parents and coaches to follow.

### **1.01 Purpose**

The purpose of this Code of Discipline is to:

1. Ensure that all participants are aware of the serious nature of certain rule offences.
2. Apply a common minimum standard of Discipline across the Association for offences of a similar nature.
3. Make team and Association officials more aware of their responsibilities in keeping control of the conduct of their teams and in applying Discipline where such action is warranted.
4. Provide guidelines so that all Association representatives make every effort to monitor the actions and behaviour of parents, spectators, players, and bench staff.

### **1.02 Application**

1. The OWHA Suspension Procedures as laid out in the OWHA Handbook and the minimum suspensions are to be followed as outlined per the OWHA.
2. This ODWHA Code of Discipline is in addition to that of the OWHA and applies to all female hockey players, team officials, game officials (both on-ice and off-ice), and Organizations, Associations, and independent teams/clubs registered with ODWHA.
3. The discipline prescribed hereunder shall be applied to all league (regular season and playoff), tournament, play-down, or exhibition games in which players and team officials from ODWHA registered Associations / independent teams are participating, including any games played outside the boundaries of the ODWHA jurisdiction (i.e. OWHA sanctioned tournaments).
4. At all times suspendable offences occurring in any OWHA sanctioned game falls under the jurisdiction of the OWHA disciplinary policies and procedures.
5. Disciplinary action dealing with on-ice officials falls under the jurisdiction of the OWHA.
6. At all times, the League reserves the right to issue additional consequences under ODWHA and OWHA Rules & Regulations.
7. At all times, the League reserves the right to refer any disciplinary matter directly to the OWHA for action.

## **1.03 Administration of the Code of Discipline**

### ***(a) Role of Team Official***

- It is the responsibility of all OWHA team officials to know and follow the OWHA By-Laws, Regulations, Rules, Policies, Procedures and Code of Conduct. The team must follow the OWHA Minimum Suspension guidelines and communication procedures.
- In addition, the Coach and/or any team official is responsible for ensuring without further notice that the player(s) and/or other team official(s) serves the minimum suspensions outlined in this ODWHA Code.
- In addition to the OWHA requirements, the Coach or any other team official shall also advise by email the ODWHA Discipline Director of any suspendable offences incurred under the Code of Discipline within 24 hours of the infraction or before the next game (whichever is sooner).
- It shall also be the responsibility of the coach and/or designate team official to provide proof of suspension served as per the ODWHA Discipline Reporting Process.

### ***(b) Role of League Officials***

- The ODWHA Discipline Director must record and keep track of all suspensions.
- The League Convenor will provide copies of game sheets to the ODWHA Discipline Director should they be requested.

### ***(c) Role of On-ice Official (Referee)***

- The Referee is responsible for ensuring that any suspendable offence and/or incident is fully written up on the back of the white copy of the game sheet and sent to the OWHA via an envelope provided by the offending team.
- In addition, a Game Incident Report must be written up and is to be forwarded immediately to the ODWHA Discipline Director. All Misconducts in the last 10 minutes of a game listed under the Code of Discipline are to be written up.

### ***(d) Role of the Player/ Team Official***

- The player /team official shall serve his/her suspension as detailed by the OWHA and by the ODWHA if there are additional suspensions.
- A player/team official loses their privileges to referee, be an off-ice official or play as an affiliated player during the period of time she/he is under suspension.
- Failure of a player/team official to adhere to these conditions may result in additional suspensions being assessed until a formal hearing and decision is rendered either by the OWHA or the ODWHA.

## **Article 2.      SUSPENSIONS AND SITOUTS**

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1. It is the responsibility of each team manager and/or coach to report any suspendable penalties received by her/his player(s) and/or team official(s) during League, tournament, playdown, league playoff or exhibition games to both the OWHA and the ODWHA.
2. It is the responsibility of each team manager and/or coach to ensure her/his player(s) and/or team official(s) serve their suspensions and report the served games to both the OWHA and the ODWHA.
3. When in doubt as to the relevant suspensions, contact the OWHA. If unable to contact the OWHA, sitout player(s) and/or team official(s) in question until clarification can be obtained.
4. As per OWHA rules, minimum suspensions cannot be appealed.
5. Suspensions received while out of province shall be considered as if received in Ontario and shall carry the consequence outlined in the OWHA Handbook. All reporting procedures to the OWHA and ODWHA apply.
6. The ODWHA Discipline Director has the right to assess additional suspensions and/or sit outs in accordance with policies and procedures.
7. Persons found participating in any hockey activity while under suspension or while awaiting a discipline hearing may be subject to further sanctions.

### **2.01      League-specific Penalties (Sitout)**

#### **(a)   *Misconducts in the Final 10 Minutes of the Game***

- A player assessed a Misconduct with less than ten (10) minutes remaining in the 3rd period shall serve a one (1) game League Sitout in their next League game.
- Note that the game that the misconduct was assessed does not count towards the serving of the 1-game Sitout.

#### **(b)   *Thirty-Six Penalty Minute Rule (60-minute games):***

- Any player accumulating thirty-six (36) minutes in minor penalties in sixty (60) minute league games shall be assessed a League Sitout which requires her to miss the next league game immediately following the game in which they reached thirty-six (36) penalty minutes.
- Every effort will be made to ensure the player receives a warning upon attaining twenty-six (26) penalty minutes from the appropriate statistician. Teams are ultimately responsible to monitor player penalty minutes.
- At forty (40) minutes in penalties, the player will be required to sitout one (1) additional game and may be subject to further sanctions as determined by the ODWHA Board.
- Any player who accumulates forty-four (44) minutes or more of minor penalties during league play may be required to attend a League disciplinary hearing before returning to play. The player must be cleared by the Discipline Director to return to play whether or not a hearing is required.
- Accumulated penalty minutes extend into playoffs.

**(c) Fifty Penalty Minute Rule (90-minute games)**

- Any player accumulating fifty (50) minutes in minor penalties in ninety (90) minute league games shall be assessed a League Sitout, which requires her to miss the next league game immediately following the game in which she reached fifty (50) penalty minutes.
- Every effort will be made to ensure the player receives a warning upon attaining forty (40) penalty minutes from the appropriate statistician. Teams are ultimately responsible to monitor player penalty minutes.
- At sixty (60) minutes in penalties, the player will be required to sitout one (1) additional game and may be subject to further sanctions as determined by the ODWHA Board.
- Any player who accumulates sixty-four (64) minutes or more of minor penalties during league play may be required to attend a League disciplinary hearing before returning to play. The player must be cleared by the Discipline Director to return to play whether or not a hearing is required.
- Accumulated penalty minutes extend into playoffs.

**(d) Team Penalty Minutes**

i. 60-Minute Games

1. The Head Coach of any team whose penalty minutes exceeds 25% of their total regular season game minutes (for 20 – 10x10x12 games) will be issued a written warning.
2. Any team whose penalty minutes exceed 192 minutes (30% of their total season game minutes) will be issued a one-game League Sit-Out to be served by the head coach.
3. Any team whose penalty minutes exceed 224 minutes (35% of their total season game minutes) will be issued a minimum two-game League Sit-Out to be served by the Head Coach. The Head Coach may be required to attend a League disciplinary hearing before returning to the bench. He/she must be cleared by the Discipline Director to return to play whether or not a hearing is required.

ii. 90-Minute Games

1. The Head Coach of any team whose penalty minutes exceeds 250 minutes (25% of their total regular season game minutes) will be issued a written warning.
2. Any team whose penalty minutes exceed 300 minutes (30% of their total season game minutes) will be issued a one game League Sit-Out to be served by the head coach.
3. Any team whose penalty minutes exceed 350 minutes (35% of their total season game minutes) will be issued a minimum two game League Sit-Out to be served by the Head Coach. The Head Coach may be required to attend a League disciplinary hearing before returning to the bench. He/she must be cleared by the Discipline Director to return to play whether or not a hearing is required.

**(e) Bench Minor Penalties**

Any team whose bench staff (all members combined) accumulates three (3) bench minor penalties in league games over the course of a season (both regular season and playoffs) will be issued a one-game League Sit-Out to be served by the Head Coach.

Any team whose bench staff (all members combined) accumulates four (4) Bench Minor penalties in league games over the course of a season (both regular season and playoffs) shall be assessed a two-game League Sit-out to be served by the Head Coach.

Any team whose Bench Staff (all members combined) accumulates five (5) or more Bench Minor penalties in league games over the course of a season (both regular season and playoffs), the Head Coach shall be required to attend a League Disciplinary hearing before returning to the bench. He/she must be cleared by the Discipline Director before returning to the bench for league play.

Too Many Player penalties shall not be considered a Bench Minor penalty for this League-specific rule.

The Association President (or a representative) of the offending team shall be notified for all of the above infractions and will be required to attend the Disciplinary hearing should one be required.

**2.02 Reporting Suspensions and Sitouts**

In the event of any suspend-able offence, the Discipline Policy and Procedures found on the ODWHA website must be followed in its entirety.

**(a) Suspension Received in League games**

- Any Suspension received in a League game must be reported to the OWHA and the Discipline Director within 24 hours of the event occurring or prior to the next League game being played, whichever occurs first.
- The serving of all games assessed by the OWHA must also be reported to both the OWHA and the Discipline Director.
- Failure to report a suspension to the OWHA may result in additional suspension(s) being handed out to the Head Coach.
- Failure to report a suspension to the ODWHA shall result in a fine of \$100.
- It is the responsibility of the offending team to report suspendable offences.

**(b) Suspensions Received in Non-League Games**

- Any suspensions received in a non-league game must be reported to the OWHA and the Discipline Director within 24 hours or prior to playing the next League game, whichever is soonest.
- Failure to report a suspension to the OWHA may result in additional suspension(s) being handed out to the Head Coach.
- Failure to report a suspension to the ODWHA may result in a fine of \$100.



- It is the responsibility of the offending team to report suspendable offences.

**(c) *Misconducts Received in League Games***

- Any Misconduct received in the final 10 minutes of the 3rd period of a League game must be reported to the Discipline Director within 24 hours of the event occurring or prior to the next League game being played, whichever is soonest.
- Failure to report both the original infraction and/or the game(s) served to the ODWHA shall result in a fine of \$100 each.
- It is the responsibility of the team with the offending team to report suspendable offences.

**2.03 Serving Suspensions:**

1. The suspended individual is not permitted on or near the bench or in the dressing room while serving suspensions.
2. Violation of the OWHA Code of Conduct or ODWHA Rules, Regulations or Code of Discipline for any incidents occurring while under suspension may result in additional suspensions being assessed.
3. Two or more suspensions and/or sitouts cannot be served concurrently. All suspensions must be served consecutively.
4. Suspensions shall commence immediately from the game to which the penalty was assessed.
5. In the event the team has completed all league, play-down or tournament play for the season, a Game Specified Suspension shall be issued for the next season that the offender registers with the ODWHA.
6. Any Suspensions not served shall be issued for the next season that the player registers with OWHA and ODWHA

**2.04 Reporting Games Served**

1. It is the responsibility of the suspended player’s team management to submit copies of game sheets to the OWHA and the Discipline Director as the games are served.
2. A suspension is not considered to have been served until copies of all game sheets are in the possession of the OWHA office. In addition, the ODWHA Discipline Director is to be notified.
3. Where a League imposed sitout results in a hearing having to be held, the suspended person cannot return to play until they have attended the hearing and clearance to return to play has been granted by the ODWHA Discipline Director.
4. Failure to report a game served to the ODWHA may result in a fine of \$100.

**2.05 Process for Reporting Suspensions and Games Served**

*IT IS MANDATORY THAT ALL OWHA REQUIREMENTS ARE FOLLOWED.*

**(a) *When a Suspension Occurs***

- White copy of the game sheet stays with the officials

**(b) When to Report**

- Suspensions and games served must be reported within 24 hrs of game completion or prior to next game (whichever occurs first) regardless of game type (league, exhibition, tournament, playdown)

**(c) To Whom to Report**

- Send an email to [stats@owha.on.ca](mailto:stats@owha.on.ca) and [discipline@odwha.ca](mailto:discipline@odwha.ca)

**(d) How to Report**

- Email content must include:
  - Player and number or Team official name and position
  - Team name (Association and Level)
  - Game date and time
  - Suspension code recorded on the game sheet
  - Good quality photo or scanned copy of the yellow or pink copy of the game sheet. Game and infraction details must be clearly legible.

**(e) What to Report**

- All suspension-able penalties – GM, GRM and MPs
- All Misconducts (ex. M20, M21) when incurred in the last 10 minutes of a league game.
- All games served.

**(f) If NOT Reported**

- Failure to report suspensions received or served will result in a \$100 fine.

**Article 3. FORFEITURES**

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1. There are no forfeitures of games permitted in the regular season schedule.
2. All games must be played.
3. A team not completing a full scheduled season renders a team ineligible for post-season play and shall be assessed a fine of \$350.

**Article 4. FAIR PLAY CODE**

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1. It is the intention of this pledge to promote fair play and respect for all participants within the Association.
2. All parents, coaches/bench staff and players must sign the pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.
3. The Discipline Director, in consultation with the board, has the authority to ban any participant from League games where their conduct or action in/or around the arena violates the OWHA Code of Conduct or the ODWHA Fair Play Code.

#### **4.01 Fair Play Code for Players**

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or mouthing-off can spoil the activity of everyone.
4. I will respect my team-mates and opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect at all times.
9. I understand the importance of using various electronic platforms within the sport of amateur hockey. However, I will not use an electronic application (text, e-mail, Instagram, Twitter, Snapchat, Facebook, etc.) to send or post content which is bullying, harassing, abusive or found to be conduct unbecoming.

#### **4.02 Fair Play Code for Parents**

1. I will not force my daughter to participate in hockey.
2. I will remember that my daughter plays hockey for her enjoyment, not mine.
3. I will encourage my daughter to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my daughter that doing one's best is as important as winning so that my daughter will never feel defeated by the outcome of the game.
5. I will make my daughter feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my daughter for making a mistake or losing a game.
7. I will remember that children learn by example. I will acknowledge good plays and performances by both my daughter's team and their opponents.
8. I will never question the official's judgment or honesty in public nor will I ridicule or verbally abuse them. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my daughter.
11. I understand the importance of using various electronic platforms within the sport of amateur hockey. However, I will not use an electronic application (text, e-mail, Instagram, Twitter, Snapchat, Facebook, etc.) to send or post content which is bullying, harassing, abusive or found to be conduct unbecoming.

### **4.03 Fair Play Code for Coaches and Bench Staff**

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure all athletes receive equal instruction, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will never question the official's judgment or honesty in public nor will I ridicule or verbally abuse them. I recognize officials are being developed in the same manner as players.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
8. I will obtain proper training and continue to upgrade my coaching skills
9. I understand the importance of using various electronic platforms within the sport of amateur hockey. However, I will not use an electronic application (text, e-mail, Instagram, Twitter, Snapchat, Facebook, etc.) to send or post content which is bullying, harassing, abusive or found to be conduct unbecoming.

## **Article 5. DISCIPLINE AND APPEAL HEARING FORMAT AND GUIDELINES**

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### **5.01 Disciplinary Hearing**

1. Disciplinary Hearings may be held as required by the ODWHA Code of Discipline, as a first investigation as directed by the ODWHA Board of Directors.

### **5.02 When a Hearing should be Held**

1. As soon as possible after the event or appeal
2. After 48 hours' notice to all parties concerned, except where:
  - a. all parties agree to waive the 48-hour period;
  - b. the panel, by majority, agrees that a decision must be rendered in a shorter time.

### **5.03 Discipline Committee Make-Up**

#### **(a) Chairperson**

- The Chairperson is appointed at the beginning of year by the ODWHA Board of Directors.
- The Chairperson is in control of the meeting(s).

- His/her duties include keeping the meeting moving smoothly, ensuring the proper procedures are followed and guiding the committee to a decision that is consistent with the facts, established guidelines/rules and any previous experiences in similar situations.
- He/she may only vote in the event of a tie.
- He/she shall ensure that the results of the hearing are conveyed to the appropriate ODWHA Director and Executive Registrar, and the OWHA where appropriate
- The Chairperson shall be responsible for determining whether or not legitimate grounds for appeal exist. Independent Panelists (3-5)

**(b) One Board Member - no vote**

**(c) Rules Official - no vote**

**(d) The Appellant**

- The appellant(s) or accused(s)
- One parent or guardian (mandatory where a minor is involved).
- A rostered member of the team staff if the team is involved

**(e) Additional Hearing Participants**

- In any matter involving the Discipline Committee there are invariably two-sides to the issue. Each side is generally permitted to have anyone present who can offer evidence or support. Such permission is at the discretion of the Chairperson of the Committee. Examples of who might be present include:
  - Team officials, where involved
  - Game officials, where involved
  - Witnesses appearing on behalf of appellant or accused
  - ODWHA Executive Director, where involved.
  - If an appeal of a prior discipline hearing, the committee members previously involved.
  - Any parties called by the Discipline Committee Chairperson

## **5.04 Committee Responsibilities**

1. Committee members should conduct themselves in a fair manner at all times.
2. They should feel free to ask clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks.
3. Committee members should be especially careful not to get involved in disputes amongst themselves while witnesses, etc., are in the hearing room.
4. When witnesses leave the room, committee members should discuss the information presented at the meeting in a businesslike fashion ensuring that all questions and remarks are addressed through the Chairperson.
5. Discussions should be based only on information presented when all witnesses were present.
6. Above all, committee members should ensure that they are clear of any conflict of interest in the situation being investigated. Should they discover during the course of testimony they have a conflict that was not previously known, they should declare such and immediately leave the room.

## **5.05 Hearing Procedures**

1. All parties having testimony bearing on the situation should be present during the giving of testimony.
2. Only those parties present at the invitation of the Chairperson may give testimony.
3. No one shall be present during a hearing without the permission of the Chairperson.
4. No hearsay evidence is to be allowed. Written and signed statements from persons who are not able to be present may be accepted, at the discretion of the Chairperson.
5. Each person who is scheduled to give a statement should be allowed to make their statement without interruption. A short rebuttal should be allowed each person after all witnesses have made their statements.
6. Only committee members may ask clarifying or supplementary questions. Normally these questions will be asked at the conclusion of a person's statement. All questions and replies should be addressed through the Chairperson. At the conclusion of all statements and supplementary questions, all witnesses should be excused from the hearing and the committee should discuss the matter and make their decisions.
7. All affected parties should receive verbal notification within 12 hours of the decision, followed by a written notification within 48 hours of the decision. Notification should include information regarding the appeal routes open. In some cases, dependent on the length of the Committee deliberations, the outcome of the discipline hearing can be rendered following the meeting. In the event a suspension is imposed, a written notice outlining the direction of the suspension will be forwarded, by the Division Director and Executive Registrar, to the following persons: Executive Director, player/staff, parent if applicable, Coach, League Statistician, ODWHA and OWHA Discipline Committees.
8. Formal minutes to be recorded.

## **5.06 Appeals**

1. Appeals shall be made in writing, within 72 hours of the decision rendered, to the Discipline Committee Chairperson and the Division Vice President.
2. The appeal shall be accompanied by a two-hundred-and-fifty-dollar (\$250) fee refundable only if the appeal is upheld.
3. All appeals will be handled by the Discipline Committee and their decision will be final and binding on all parties.

### ***(a) What Constitutes an Appeal?***

1. New evidence not used in the original hearing can be presented which may have an effect on the decision;
2. An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision;
3. An appeal may be filed on the grounds that the decision of the original hearing was too severe or was too lenient;
4. An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.