

HIGH PRAIRIE MINOR HOCKEY ASSOCIATION

POLICIES AND PROCEDURES MANUAL

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HIGH PRAIRIE MINOR HOCKEY ASSOCIATION

POLICIES AND PROCEDURES

1. REGISTRATION

- a) Registration dates shall be set by the board each year;
- b) The dates will be advertised in the local newspaper(s), on the radio and on the Association website a minimum of (2) two weeks prior to the set registration dates each year;
- c) All players must be properly registered prior to the registration deadline before participating in any Association activity. Being properly registered is defined as completing the required registration paperwork, successfully completing the Respect In Sport online program AND having all registration fees paid in full;
- d) Players shall register at the appointed time and place. Satisfactory proof of age (ie. Birth certificate), Alberta Health Care Number, and proof of residency (ie legal land location or physical address) must be presented at time of registration;
- e) Any registrant that does not present the required documentation within one (1) week from registration will not be permitted to register. In rare cases this may not be possible. An extension on time to produce documentation will be at the discretion of the Registrar;
- f) In order to ensure the safety of each player; first time registrants must have successfully completed on session of Can-Skate or have the ability to skate at a skill level equivalent to the majority of players of the same age. Skating ability will be assessed during the evaluation sessions or by the Coach at the start of each season. The assessment will determine the eligibility of the player to participate.
- g) Payment by cheque will not be accepted from any person having a history of NSF cheques; (Nov 2008)

2. LATE REGISTRATION

- a) Registrations may be accepted after the set registration dates by Executive approval, however; a \$200.00 late penalty fee per family will apply for Minor Hockey and a \$70.00 late penalty fee per family will apply for Pond Hockey;
- b) Registration fee plus late penalty fee must be paid in full prior to the player(s) being permitted on the ice;
- c) Exceptions may be extended when a change in municipality in which the player resides has occurred, a written medical certificate has been presented or the registrant is a first time registrant;

3. REGISTRATION REFUNDS (Sept 2015)

- a) Request for refund of Minor Hockey registration fees must be submitted in writing to the **Registrar**. Reimbursement is not mandatory but may be considered based on the following:
 - Prior to the first evaluation skate **OR** the first regular scheduled practice of the current year – Registration fee less \$30.00 administration fee
 - For Initiation and Novice, given that they do not participate in the two day conditioning skate, they will be granted a trial of two practices (being the first two scheduled practices) in lieu for the current year – therefore, Initiation and Novice Refunds requested after the first two scheduled practices of the current year – full Registration fee less \$30.00 administration fee will be considered
 - First ice session up to October 31st of the current year – 75% of registration fee refunded
 - For Initiation and Novice – this would include any sessions/practices following the first two scheduled practices and up to October 31st of the current year
 - November 1st to November 30th of the current year – 50% of registration fee refunded
 - December 1st to December 31st of the current year – 25% of registration fee refunded
 - After December 31st of the current year – no refund
- b) Request for refund of unused team fees after team fees have been distributed to the teams must be made in writing to the team;
- c) Request for refund of Pond Hockey registration fee must be submitted in writing to the **Pond Hockey Director**. Reimbursement is not mandatory but may be considered based on the following:
 - Prior to the first regular scheduled practice of the current year – Registration fee less \$30.00 administration fee
 - Following the first ice session and up to November 30th of the current year – 75% of registration fee refunded
 - December 1st – December 31st of the current year – 50% of registration fee refunded
 - After December 31st of the current year – no refund.

4. NSF CHEQUES

- a) Any cheque returned NSF will be treated as non-payment. Players will not be allowed to participate in any Association activity until the fees are paid in addition to a \$30.00 NSF service charge. The Treasurer will send on written notification requesting payment. If full payment is not made by cash or money order to the Treasurer within ten days of notification the players(s) registration will be withdrawn. The late registration fee will apply to re-register. HPMHA has the right to refuse cheques based on a member's NSF history.

5. ARREARS

- a) Any member in arrears of fees, or assessments for any year, shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated.

6. PLAYER ELIGIBILITY

- a) The Coach and Manager shall assume the responsibility for the eligibility of players on their team;
- b) Any team, team official or player found guilty of making false representation shall be suspended for a period of time to be determined by the Disciplinary Committee.

7. AFFILIATION

“Affiliated Player” shall mean a Player/Goal Tender, referred to and approved by Hockey Alberta, as eligible to **play** for a team in a higher Category/Division as the team in the Category/Division with whom the Player/Goal Tender is registered.

- a) Affiliation shall be as per Hockey Canada and Hockey Alberta regulations;
- b) Affiliation must be declared, filed, and approved with Hockey Alberta, prior to the affiliated Player being allowed to participate, in any game, with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by Hockey Alberta up to and including December 15th of the current hockey season;
- c) Any Player participating in any game as an affiliated Player, without the Hockey Alberta approval shall be considered an Ineligible Player, and team officials subject to discipline in accordance with Hockey Alberta Bylaws and Regulations:

As per Hockey Alberta Bylaws and Regulations;

APPENDIX “IX” Minimum Suspensions for Coaches

1.9 Ineligible Players/Team Officials

2.2 *Team official who is party to or had knowledge of; playing a Player not properly registered with that team or properly affiliated to that team and/or allowing a Team Official who is not properly registered to that team to participate on the bench.*

Team official who is party to or had knowledge of playing a player or allows a team official to participate on the bench who is under suspension.

Indefinite Suspension

- d) The Association Registrar shall notify the Head Coach of each team upon receiving affiliation approval from Hockey Alberta;
- e) Use of an affiliated Player requires the approval of that Player's Head Coach;
- f) An affiliated Player's commitment must always be to the Hockey Team to which they are registered and may only play for the Hockey Team to which they are affiliated when there is no conflict with the team to which they are registered;
- g) Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, they shall be considered an “Ineligible Player”. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

A team of a higher Division or Category may not use an Affiliated Player prior to receiving consent of the Team with which the Affiliated Player is registered

- h) Any Coach found guilty of breaching policy 11(g) will be suspended in accordance with Hockey Alberta Rules and Regulations, which may result in a suspension of up to 3 years.
- i) Appearance of a registered Player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report;
- j) Affiliations are for the purpose of game play, not an open door for Players to receive extra practice time. Affiliated Players should only be used at practice when an inadequate number of registered players are present to properly execute drills;
- k) All affiliations shall terminate at the end of the current playing season;

8. PLAYER MOVEMENT

Player movement from a lower level to a higher level should only be considered under special circumstances and must meet the following criteria:

- a) Any movement requests must be made in writing to the HPMHA Executive prior to August 31st of the current playing season, by the parent or guardian of the said player.
- b) The player should be within the top third of his/her registered age level to qualify for movement – approval to evaluate at the higher level is at the discretion of the HPMHA Executive.
- c) The player must evaluate within the top 33% of the level to which he/she is wishing to move to.
- d) The team the player wishes to move to must have no more than 14 skaters on the team.
- e) Player movement will not be allowed if it will leave his/her registered team with less than 13 skaters at the Initiation or Novice levels, or less than 10 skaters at the Atom, Peewee, or Bantam levels.
- f) Final approval will be made by the HPMHA Executive.

9. GAME ALLOTMENT

- a) HPMHA Executive will determine the number of paid exhibition games for each team in a league.
- b) For teams not registered in a league, the Association will pay the costs for the same number of games in the season as those registered in a league;

10. HOSTING A TOURNAMENT

- a) Any team of the Association may request to host a tournament, provided they have satisfied the Executive there is sufficient ice time available and they have formed a Tournament Committee for the administration of their tournament. Also they must satisfy the Executive that they can cover all costs of the tournament, including ice time and referee charges.
- b) The Executive shall be responsible to settle any and all disputes and make any rules and regulations required for the tournament. The Tournament Director along with the team's Tournament Committee will make the draw for the teams and be responsible for the game sheets. They will also be responsible for calling meetings and to oversee the arrangements.
- c) The Referee Director will be responsible for obtaining the officials for the games. The Tournament Committee will be responsible for obtaining the scorekeepers and timekeepers.
- d) Only teams registered with the AAHA or affiliated associations will be permitted to play in a tournament hosted by an Association team or division.
- e) The Tournament Director will be responsible for obtaining tournament sanctioning from the AAHA and for the posting of the sanction number.
- f) The Tournament Committee is required to submit a financial statement of income and disbursements to the HPMHA within thirty (30) days of the completion of the tournament. The financial statement must show the cost of the ice time and referee fees in the final cost.
- g) The Tournament Committee shall ensure that all costs, including ice time and referee fees for the tournament are provided for through donations, sponsors, fundraising door admissions, etc.
- h) The annual Squirt and Novice tournaments' ice time and referee fees may be paid by the HPMHA upon submission of a budget and the results of actual tournament financials.

11. PROVINCIAL SUPPORT

- a) The Association will pay one thousand dollars (\$1,000.00) to any team making the final provincial playoffs to offset the expense of travel (accommodations, fuel, bussing) and to be distributed equitably amongst all players in attendance of provincial playoffs, subject to locality and funding availability.

12. EQUIPMENT

- a) It will be mandatory for all players of the Association to have and wear the required equipment set by AAHA standards.
- b) It shall be the responsibility of the coaches and managers to ensure all HPMHA equipment is accounted for at year end. If losses do occur and it is determined by the Executive that it was due to negligence on the part of the coach or manager or on the part of their team players they will be liable to the Association to replace the equipment lost of equivalent value.
- c) Only minor hockey equipment to HPMHA is to be kept in the locker provided for HPMHA's usage.
- d) HPMHA shall ensure that funds are allocated each year to upgrade HPMHA equipment providing sufficient funds are available.
- e) No equipment belonging to HPMHA shall be loaned to any player or team to use at a game or tournament not directly associated with the HPMHA unless such a request is first made in writing to the Executive of the HPMHA and secondly approval from the Executive is also in writing. In the event of approval, a deposit is required on loaned equipment and the amount shall be set by the Executive.

13. TEAM FINANCES, FUNDRAISING AND SPONSORSHIP POLICY

a. Team Finances

- i) All team officials and members of HPMHA shall follow this policy.
- ii) All financial and fundraising activities of High Prairie Minor Hockey teams shall be governed by High Prairie Minor Hockey Association.
- iii) All other teams' funds shall be processed through the main HPMHA account via the Treasurer. No other bank account shall be used.
- iv) All financial transactions, including fees paid by parents, fundraising activities, donations made by sponsors and all expenses are made under the authority of HPMHA.
- v) All funds held by teams are the property of HPMHA and shall be managed in accordance with the guidelines and policies of the association. Gaming revenue may be subject to additional restrictions as directed by the Alberta Gaming & Liquor Commission (AGLC).
- vi) All HPMHA teams shall, upon request, supply the parents/guardians of the players and/or the Board with a financial statement of team operations.
- vii) A complete mid-season accounting of all monies received and expended to date, using the financial template provided by the HPMHA, must be submitted to the Treasurer no later than January 15 of the current season.
- viii) A complete accounting of all monies received and expended must be submitted to the Treasurer no later than March 31 of the current season, using the financial template provided by the HPMHA.
- ix) All unexpended monies shall be turned over to the HPMHA no later than March 31 of the current season. An application in writing may be made to the Executive for the unexpended funds. Following the Board's approval, funds may be returned to the group for approved expenditures.
- x) Team officials will be responsible for any shortfalls incurred by the team. HPMHA will not cover any losses. Any such losses will be recouped by HPMHA from team officials, and other means available. HPMHA will not be held responsible for any losses or liabilities incurred by any team as a result of its fundraising activities.
- xi) If at a parent meeting (where a 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting will rule) the vote is to attend a tournament, parents will be responsible for paying their child/children's portion(s) of the tournament fee, whether the player attends the tournament or not; except those players who have been deemed ineligible to play prior to the vote, which was supported by a physician's note. However, should the ineligible player choose to accompany the team, or is cleared to play prior to the tournament date, they will be expected to pay all associated fees.

b. Fundraising:

- i) Fundraising shall be a team activity and responsibility. HPMHA recognizes the desire for individual teams to participate in fundraising activities to defray the costs of tournaments, team travel, etc. Teams and individuals that undertake such activities are representing HPMHA (intentionally or not) and are therefore subject to HPMHA guidelines and accountable for their actions;
- ii) Fundraising shall be kept to a reasonable level for justifiable hockey team expenses;
- iii) The HPMHA Treasurer must be made aware of all fundraising activities using the provided HPMHA Fundraising Permission Form. The following fundraising activities are authorized by the HPMHA with the appropriate approved event sanction in place; however, the Fundraising Permission Form must be utilized and approved before any of the following fundraising activities commence:
 - Bottle Drives
 - Volunteer work in exchange for financial contributions to the team
 - 50/50 sales during games (with AGLC license)
 - Raffle ticket sales (with AGLC license)
 - Product sales (i.e. chocolate, meat, Mom's Pantry, Regal catalogue sales, etc.)
 - Program advertising;
- iv) Any fundraising events not mentioned above must be approved by HPMHA. Appropriate licensing/event sanction must be in place before teams will be allowed to proceed;
- v) Certain activities, such as raffles, require approval and licensing by AGLC. It is the responsibility of the team to ensure that all licensing is obtained and all AGLC requirements are met;
- vi) Funds raised through AGLC Licenses can ONLY be spent on AGLC approved expenditures (ie. tournament entry fees, ice rental fees, referee fees). Gaming funds cannot be used for team apparel.
- vii) All proceeds from fundraising must be properly accounted for and shall only be spent to support team expenses including tournament entry fees, team travel (bus rental), and lodging for players & team officials;
- viii) When winding down the team finances at the end of the season, teams are not permitted to pay parents out of team funds more than what they have contributed *in cash* (ie. team fees or seed money). Fundraising shall not be for individual gain;
- ix) Excess fundraising shall be turned over to the association at the end of the season. These funds may be designated for specific purposes upon request and approval of the Board.
- x) Tournament Proceeds:
 - i) Refer to Policy 10 – Hosting a Tournament
 - ii) Any and all monies regardless of their origin, whether they were generated before, during or after a tournament date, if they were obtained in association with tournament activities shall be subject to policy 13(b)(ix)
- xi) Donation Solicitations:
 - i) Soliciting funds from businesses includes donations of cash, products or services, as well as paying for advertising or promotions.
 - ii) Any team soliciting donations on behalf of HPMHA must issue receipts for any donations received.
 - iii) Businesses who have provided funding to HPMHA in the form of jersey sponsorship should not be solicited for additional funding by teams.

c. Team Sponsorship

- i) Sponsorship for team jerseys must be brought to the Board for approval.
- ii) Team sponsors are responsible for payment of the purchase of jerseys
- iii) Current sponsors will be given first opportunity to replace the jerseys.
- iv) Should the current sponsor not wish to continue their support, another sponsor will be approached.
- v) Refer to Policies 10(g), 17(d), 18(b) & 18(d).

14. PLAYER RESPONSIBILITIES

- a) All players are expected to conduct themselves according to the Players Code of Conduct.
- b) At no time shall players make decisions for the teams (i.e. who shall play or team selection) or make decisions on behalf of the Executive or Association.
- c) Each player is responsible to return all HPMHA equipment loaned to him/her by the Association.
- d) At no time may a HPMHA player drive himself/herself or transport another player or any other person to any out of town game.

15. RETURN TO PLAY FROM INJURY

A. RETURN TO PLAY FROM INJURY

- a. For any long term injury lasting 14 or more days, the player **MUST NOT** be allowed to return to play without a physician/health professional's note (a Fit to Play Waiver is not acceptable) **AND** a Return to Play plan **MUST** be discussed and clearly communicated with the coaching staff ahead of time.
- b. Any team official may request a physician/health professional's note at their discretion.
- c. Any parent/guardian who refuses to provide the above mentioned physician/health professional's note, **MUST** be required to sign a Fit to Play Waiver.
- d. The final decision to allow the player to participate in either practices or games rests with the team officials.

B. RETURN TO PLAY FROM CONCUSSION

- a. If a concussion has occurred, the player **MUST** abide by the following 6-Step Hockey AB Return to Play:
 - i. **STEP ONE:** Complete rest/no activity (The earliest an athlete should move to Step Two is one week and/or for as long as determined by a physician/health professional)
 - ii. **STEP TWO:** Light Aerobic Exercise (eg. walking, stationary bike)
 - iii. **STEP THREE:** Sport-Specific Activities (eg., public skating)
 - iv. **STEP FOUR:** Return to HPMHA team practices **WITHOUT** body contact – **NOTE:** The player **MUST** provide a physician/health professional's note before moving to this step.
 - v. **STEP FIVE:** Return to HPMHA team practices **WITH** body contact (if applicable)
 - vi. **STEP SIX:** Return to game play

NOTE: Steps 2 – 6: Each step should take at least one day/one full practice. If symptoms or signs return, player should return to Step One and be re-evaluated by a physician.

16. RESPONSIBILITIES OF COACHES AND MANAGERS

- a) Coaches are responsible for teaching basic fundamentals of hockey.
- b) Coaches are responsible to ensure that every player should receive reasonably fair ice time in a game situation.
- c) All coaches must hold a parents' meeting prior to the first league game ensuring the parents are aware of their responsibilities to the team, coach, manager and their Association.
- d) The coach and manager shall assume the responsibility for the conduct of their players and team officials.
- e) All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be referred to the Disciplinary Committee.
- f) Team managers or their delegate authority shall be responsible to see that injured players receive medical attention and in the case of a serious injury resulting in hospitalization, a written report is forwarded to the Executive.
- g) Coaches are responsible for all reasonable discipline of players (home and away).
- h) Coaches are responsible for proper use of all HPMHA equipment.
- i) Coaches are responsible to utilize ice time to the maximum.
- j) All Team Officials (Assistant Coaches, Managers and Trainers) must obtain a current Criminal Record Check; all returning Team Officials with a current Criminal Record Check on file must sign a Declaration of Status and are required to obtain a current Criminal Record Check every three years.

17. INSURANCE

To ensure insurance coverage of all HPMHA participants the following must be adhered to:

- a) All activities must be sanctioned by Hockey Alberta;
- b) Players must be registered on a team sheet for Squirts and Novice and on cards for Atoms to Midgets;
- c) Coaches must be carded to each team that they are coaching;
- d) Referees must be certified and carded;
- e) Special events such as fundraising, conditioning camps, etc. must have a sanction approval prior to the start of the event;
- f) Travel permits are required when playing games or tournaments outside of Zone 1;
- g) A sanction is required in order to host a tournament;
- h) No one other than those who are signing game sheets as Time Keeper and/or Score Keeper and/or penalty door workers are to be in the time box during games; A maximum of four (4) workers should be in the time box at any given time;
- i) Parents/Guardians are responsible for any injury report form fees assessed by a Doctor; reimbursement of these fees can be done through Hockey Alberta;

18. JACKETS AND APPAREL

Any team jackets or apparel purchased after August 2006 must conform to the following:

- a) Any member in good standing can volunteer to order jackets or apparel for the teams of the Association;
- b) HPMHA will not be held responsible for any individual's payment or cost of jackets or apparel;
- c) All team jackets or apparel must be coloured red, black and/or white and bear the HPMHA name and crown logo;
- d) A sponsor's name or logo, if approved by the sponsor, may appear on jackets or apparel;
- e) The HPMHA Crown logo must appear on the left breast of team jackets, unless approved by the Executive;

19. HOCKEY JERSEYS

- a) All HPMHA jerseys purchased shall conform with the Chicago Black Hawk home and away jersey colours (**red and white**), and design; (**Jan. 2008**) with the exception of Pond Hockey Jerseys; (**Dec 2008**)
- b) The HPMHA crown logo shall appear on the front and a sponsor name bar shall appear on the back bottom of all game jerseys; (**Jan. 2008**)
- c) The use of a team logo requires board approval; (**Jan. 2008**)
- d) A team logo may appear on the shoulder(s) of game jerseys with the approval of the jersey sponsor as the cost for a team logo will be an additional expense for the sponsor; (**Jan. 2008**)

20. TRANSPORTATION

- a) The Association will not be responsible for any travel expenses for any team with the exception of Provincial support;
- b) Parents and Coaches from each team will decide at scheduled team parent meetings whether to rent a bus and for which games and/or tournaments;
- c) A 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting will rule;
- d) If the vote is to rent a bus, parents will be responsible for paying their child/children's portion(s) of the bus fee, whether the player attends the game or not; except those players who are deemed ineligible to play, which is supported by a physician's note. However, should the ineligible player choose to accompany the team, they will be expected to pay all associated fees.
- e) Players in arrears of bus fees will not be permitted to take part in any Association activities until such arrears have been paid;
- f) If a player's bus fees remain unpaid at the end of the current hockey season the team Manager must submit to the Treasurer, a Financial Deficiency Form, which can be obtained by the Division Director or the Treasurer;

21. TEAM PARENT MEETINGS

Team parent meetings are extremely important to the successful operations of a team. This is where many of the team decisions will be made and every parent's input is important. Coaches will take this time to explain their expectations and philosophy. **Parents are expected to attend all scheduled team meetings.** A 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting will rule.

22. FAIR ICE TIME

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

23. COMPLAINTS
(as per Conduct Management Procedures)

***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 Liaison

The Team Liaison 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.

Step 2. Utilize the Division Director

The Team Liaison will bring forward the concerns to the appropriate Division Director, 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 must be completed. This form can be obtained from the Team Liaison or from the Association website. The Incident Report Form may be submitted to the Team Liaison who will forward it to the Team Liaison Director (who shall be a member of the Disciplinary Committee).

24. ALCOHOL/DRUG POLICY (Dec 2008)

Definitions:

- (1) Deemed: shall mean; to have as an opinion; to judge; to decide:
- (2) Individual in Authority: shall mean: any member of a team’s coaching staff; any board member of the Association;

24.1 Use of Alcohol and/or Illegal Drugs

- a) No person, regardless of age, who is a member of the High Prairie Minor Hockey Association (HPMHA) shall attempt to play, coach, or otherwise participate in any sanctioned on or off ice activity if that person has consumed alcohol and/or illegal drugs immediately prior to the activity, is under the influence of alcohol and/or illegal drugs, or is deemed by any individual(s) in authority to be under the influence of alcohol and/or illegal drugs immediately prior to or during any sanctioned on or off ice activity;
- b) Any person who has or is deemed to have contravened this policy **SHALL BE** suspended immediately from any activity; with immediate notification being provided to the parents/guardians in the case of a minor, and shall be required to leave the premises forthwith, except in the case of a minor who shall be provided adult supervision until such time as they are picked up by their parent(s)/guardian(s) or another resolution is reached which is satisfactory to the individual(s) in authority.

First Offence

- Immediate suspension plus
- Minimum 1 week suspension from all HPMHA activities
- Appear before the Disciplinary Committee for re-instatement [in the case of minors the child and parent(s)/guardian(s) shall appear]

Second Offence

- Immediate suspension plus
- Indefinite suspension from participation and membership with HPMHA
- Appear before the Disciplinary Committee to provide reasons why the suspension should not be permanent [in the case of minors the child and parent(s)/guardian(s) shall appear]

24.2 Possession of Illegal Drugs

- a) If a member is found to be in possession of illegal drugs during any HPMHA event, law enforcement will be contacted immediately by the individual(s) in authority;
- b) The member will be indefinitely suspended from participation and membership with HPMHA;
- c) Pending the actions of law enforcement the member will appear before the Disciplinary Committee to provide reasons why the suspension should not be permanent [in the case of minors the child and parent(s)/guardian(s) shall appear]

Final Decision

- In each case all decisions of the Disciplinary Committee shall be final. Members have the right to file an appeal in accordance with the appeal process.