



Huntsville Girls Hockey Association Discipline Policy

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1. Purpose

To establish a transparent process for disciplining association members who fail to meet the standards of the Huntsville Girls Hockey Association or OWHA as defined in any by-law, code of conduct, policy and procedure.

2. Scope

- This policy applies to directors, volunteers including team staff and association members.
- This policy does not apply to players under the age of 18.

3. Guidelines

- Disciplinary discussions regarding members and conduct must be held In Camera to protect privacy.
- To be binding, the motion to discipline shall be voted on in open session.

4. Governance

- Governing by-laws include, but are not limited to:
 - **2.9 (Good Standing):** Defines the requirements to remain a member, including compliance with policies and absence of disciplinary action.
 - **2.10 (Cease to be in Good Standing):** Explicitly grants the Board the authority to determine if a member is in Good Standing.
 - **4.9.6 (Director Vacancy):** Automatically vacates a Director's seat if they are "not in good standing".
 - **4.23 (Powers of the Board):** Empowers the Board to "manage the affairs" and "make policies... relating to the discipline of Members".
 - **5.1 (Officers):** Defines Officers specifically as the President, Vice President, Secretary, and Treasurer.
 - **5.4.2 (Officer Removal):** Allows the Board to remove an Officer (other than the President) from their specific role by Ordinary Resolution.

5. Disciplinary Options

5.1 Redefine Scope of Work (Delegation)

- **Application:** Director.
- **Disciplinary Position:** The Board determined that no inappropriate action occurred, but a change of duties is warranted.
- **Intent:** Addresses poor performance or capacity issues without alleging misconduct.
- **Effect:** The member retains their title, but specific tasks are formally delegated to another director or committee or volunteer to complete the work.
- **By-Law Support:** By-Law 5.3 (Delegation of Duties) and 4.23.1 (Board Powers).

5.2 Full Censure (Formal Disapproval)

- **Application:** Director, Member or Volunteer.
- **Disciplinary Position:** The Board determined that inappropriate action occurred, which was minor in nature, and does not warrant a change of duties.
- **Intent:** An official reprimand condemning specific actions as a breach of the Code of Conduct, Policy or By-Laws.
- **Effect:** Permanent record of misconduct in the minutes. Does not remove powers but serves as the first step toward removal if behavior continues.
- **By-Law Support:** By-Law 4.23.2 (Discipline Policies).

5.3 Restriction of Duties/Activities/Officers Removal from Office

- **Application:**
 - **Officers (VP, Treasurer, Secretary):** The Board may remove the Title and the duties for the remainder of the term. The member remains a voting "Director at Large".
 - **Elected Directors (Registrar, Ice Scheduler, etc.) and President:** The Board may remove some or all duties and authority associated with the role for the remainder of the term. The member retains their title but their responsibilities are of a Director-At-Large.
 - **Volunteers/Members:** Demotion or restriction of activities.
- **Disciplinary Position:** The Board determined that inappropriate action occurred and warranted a removal of certain duties or warranted restricting the member from certain activities.
- **Intent:** Immediate removal of (some) responsibility and access to sensitive tools without removing member's Good Standing.
- **By-Law Support:** By-Law 5.4.2 (Officer Removal) and 4.23 (Board Powers to Manage Affairs).

5.4 Suspension of Good Standing (Removal)

- **Application:** Director, Members or Volunteers.
- **Disciplinary Position:** The Board determined that inappropriate action occurred and warranted a suspension of good standing, which results in the removal of all duties and positions.
- **Intent:** Used for breaches where the member must be removed completely from the held position for a given time period, or permanently.
- **Mechanism:** By declaring the member "Not in Good Standing," they automatically become ineligible to serve as a Director or Volunteer.
- **Effect:**
 - **Directors:** Seat is automatically vacated per By-Law 4.9.6.
 - **Volunteers:** Immediately ineligible to participate in sanctioned activities per By-Law 2.10.
- **Member vs Player:** A member Not in Good Standing does not unfairly impact the current registration of the member's children.

6. Appendix A: Example Motion Wording

6.1 Redefine Scope of Work (Delegation)

Motion to Redefine Scope (Delegation)

"Whereas By-Law 5.3 allows for the delegation of duties; And Whereas the Board has identified capacity concerns regarding the [Position, e.g., Treasurer]; Be it resolved that the specific duties of [Specific Task A and B] are hereby delegated to [Name/Committee] effective immediately."

6.2 Full Censure (Formal Disapproval)

Motion to Censure

"Whereas the Board of Directors is bound by the HGHA Code of Conduct; And Whereas the Board has determined that the conduct of [Name] was in violation of said Code; Be it resolved that the Board of Directors hereby formally Censures [Name]. This Censure shall be recorded in the official minutes."

6.3 Restriction of Duties/Activities/Officers Removal from Office

Removal from Office (For Officers Only)

"Whereas By-Law 5.4.2 permits the Board to remove Officers from their respective offices by Ordinary Resolution; Be it resolved that [Name] is hereby removed from the Office of [e.g., Treasurer], effective immediately. Be it further resolved that [Name] shall continue to serve on the Board as a Director at Large, with duties limited to attendance and voting at Board meetings, until the conclusion of their current term."

Removal of Duties (For Elected Directors)

"Whereas the Board is empowered by By-Law 4.23 to manage the affairs of the HGHA; And Whereas the Board has determined that [Name] can no longer effectively execute the operational duties of [e.g., Scheduler]; Be it resolved that all operational duties, access rights, and authority associated with the [e.g., Scheduler] portfolio are hereby removed from [Name] and delegated to the [Role/Committee] effective immediately. Be it further resolved that while [Name] retains the elected title of [e.g., Scheduler], they shall have no operational involvement in [duty] matters."

Restriction of Activities (Member)

"Whereas the Board is empowered by By-Law 4.23 to manage the affairs of the HGHA, and whereas Members are bound by the HGHA Code of Conduct, and whereas the conduct of [Member Name] was in violation of said Code; Be it resolved that the Board of Directors hereby restricts [Member Name] from attending any OSHA sanctioned game, (home or away) for a period of 30 days.

Motion to Restrict Duties (Volunteer)

"Whereas By-Law 10.1.1 grants the Board final approval over all team staff; Be it resolved that [Name] is hereby removed from the position of Head Coach, effective immediately. Be it further resolved that [Name] is permitted to remain on the roster as an Assistant Coach, provided they sign a behavioral agreement regarding [Specific Issue]."

6.4 Suspension of Good Standing (Removal)

Motion to Suspend Good Standing (Director Removal)

"Whereas By-Law 2.10 authorizes the Board to determine if a Member is in Good Standing; And Whereas By-Law 4.9.6 requires all Directors to be 'Members in Good Standing' to hold office; Be it resolved that [Name] is hereby declared a Member Not in Good Standing effective immediately, for violation of the [eg. Code of Conduct]. Be it further resolved that, pursuant to By-Law 4.9.6, the Director position held by [Name] is declared Vacated immediately due to this loss of Good Standing. Be it further resolved that this suspension applies specifically to the member as a Member and does not retroactively void the registration status of their children."

Motion to Remove Good Standing (Volunteer or Member)

"Whereas By-Law 10.4 states that failure to comply with HGHA policies may result in disciplinary action; Be it resolved that [Name] is declared a Member Not in Good Standing for violation of [i.e. Code of Conduct] for a period of [Insert Time]. Be it further resolved that [Name] is immediately removed from all volunteer rosters and is prohibited from holding any bench staff or volunteer position within the HGHA during this period."

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