



Port Colborne Women's Senior House League

DISCIPLINARY POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to ensure that all players, coaches, and participants within the Port Colborne Wave organization conduct themselves in a respectful, safe, and sportsmanlike manner. This policy outlines the process for submitting, reviewing, and addressing disciplinary complaints to maintain a positive environment for everyone involved.

Submitting a Complaint

All complaints must be submitted using the official **Disciplinary Complaint Form**, located on the website at the following link:

 <https://www.pcwave.ca/content/sr-house-league---filing-a-complaint>

The form must include:

- The name(s) of the individual(s) involved
- A detailed description of the incident
- The date, time, and location of the incident
- Any witnesses (if applicable)

Anonymous complaints will be reviewed but may be limited in follow-up depending on available information.

Composition of the Sr. House League Disciplinary Committee

The Sr. House League Disciplinary Committee will consist of members from the Port Colborne Girls Hockey Association Executive who are **not directly involved with or**

affiliated with the **Sr. House League program**, ensuring that all complaints are reviewed **fairly, objectively, and without bias**.

Complaint Review Process

1. Initial Review

All complaints submitted through the form will be reviewed by the **Sr. HL Disciplinary Committee** to determine the severity of the incident.

2. High-Level Assessment

- **Minor issues** (e.g., misunderstandings, minor code of conduct concerns) may be addressed with communication, clarification, or a written warning.
- **Severe offences** (e.g., harassment, abuse, violence, discrimination, or repeated misconduct) will require a **formal committee review**.

3. Committee Meeting

If a complaint is deemed severe, the **Sr. HL Disciplinary Committee** will meet **within 48 hours** of receiving the complaint to determine next steps. This may include gathering additional statements, reviewing evidence (such as video footage), and determining disciplinary action.

Disciplinary Actions

The following progressive disciplinary actions will be applied, based on the severity and frequency of offences:

- **First Offence:**

Written warning issued by the **Sr. HL Disciplinary Committee**.

- **Second Offence:**

Written notice and a **suspension** determined at the discretion of the committee (length to be based on the nature of the incident).

- **Third Offence:**

Permanent **removal from the league**. The player will be notified in writing and will not be eligible to return in future seasons.

The **SR. HL Disciplinary Committee** reserves the right to escalate directly to a higher level of disciplinary action if the severity of the incident warrants it.

On-Ice Decisions

Decisions made **on the ice by referees** will **supersede** any committee decision for that specific game. However, if a complaint arises from on-ice conduct, the committee may review the incident after the fact to determine if **further disciplinary action** is necessary.

Use of Video Review

When applicable, the committee may reference **LiveBarn footage** to review on-ice complaints or confirm reported incidents.

Video evidence will only be used for official disciplinary review purposes.

Confidentiality

All disciplinary matters will be handled confidentially. Details of complaints, investigations, and decisions will only be shared with the involved parties and the Disciplinary Committee.

Appeals

Players may submit a written appeal within **48 hours** of receiving a disciplinary decision.

Appeals must be submitted through the same **SR. HL Disciplinary Complaint Form**, clearly marked as an *appeal*.

The committee will reconvene to review the appeal and issue a final decision, which will be considered binding.