



THREE RIVERS ATHLETIC CLUB - POLICY

DATE: October 2025

REVISED DATE: N/A

POLICY: TRAC Discipline and Appeals Policy

PURPOSE: Policy to outline Discipline and Appeals Committees for TRAC members, as well as authority for the Committees and Directors, requirements for Committee activation and information to be considered in decisions.

NOTE:

DISCIPLINE

1.0 DISCIPLINE COMMITTEE MEMBERS:

The TRAC Chair as the accountable individual for delivery of the TRAC program shall finalize the Discipline Committee(s) members prior to the start of each season. The Discipline Committee membership should include the following positions:

- Division Director(s)
- TRAC Vice Chair and/or AA Director
- TRAC Chair

The Discipline Committee:

- Will consist of 3-5 members as determined prior to the season start
- Will remain in place for the duration of the hockey season
- Shall adhere to the Discipline Committee guidelines

2.0 DISCIPLINE COMMITTEE ACTIVATION:

The TRAC Discipline Committee can be activated under the following circumstances:

- Two (out of three) of the TRAC Vice Chair, TRAC AA Director and TRAC Division Director agree to a meeting request. This can be for any issue such as:
 - Player Conduct
 - Parent Conduct
 - Coach Conduct



- Spectator Conduct
- Any conduct by an individual or group of individuals, not otherwise mentioned which is considered worthy of further review
- Any issue for which a written warning was issued by the Division Director to any participants within their Division
- At the request of the TRAC Chair. This can be for any issue noted above as well as:
 - TRAC “Board” and/or “Executive” members
- At the formal request of the Whitecourt Minor Hockey President

3.0 DISCIPLINE COMMITTEE INFORMATION GATHERING:

The TRAC Discipline Committee will collect and examine the following items for consideration in the investigation into the matter at hand:

- Official game sheets
- Any other writings in relation to the event (may include items such as witness accounts, referee reports etc)
- An oral presentation supported by writings in relation to the event(s)
- Any additional information or resources available to the Committee
- Past disciplinary decisions and recorded information to support those decisions

Any person facing review by the Disciplinary Committee will be provided an opportunity to provide the facts from their “point of view” in the following ways:

- By providing a statement or letter outlining the facts from their perspective; and/or
- By having an in-person interview session with the Discipline Committee where notes will be recorded for documentation of the interview

The Discipline Committee will review the information presented to them and may consider:

- The nature and severity of the action
- The level at which the individual participates
- Any other disciplinary action that has been levied against the individual during the past two years
- Any other recorded facts or events that are deemed relevant to the situation being reviewed

4.0 DISCIPLINE COMMITTEE DECISIONS:



The Discipline Committee may issue one of the following:

- A notice of no further action
- A verbal warning
- A written warning
- A demand for an apology, either written or verbal, to any affected party
- A suspension from participation in or at TRAC activities, including off-ice events for a period of up to one season
- A removal of individual(s) from their position(s) within a TRAC team staff or TRAC “Board” or “Executive” positions for any length of time
- A recommendation to the Whitecourt Game and Conduct Coordinator of a suspension longer than one season (Whitecourt Game and Conduct Committee to determine)
- A recommendation to the Whitecourt Game and Conduct Coordinator of an expulsion from the Club/Association (Whitecourt Game and Conduct Committee to determine)
- A combination of two or more of the above

TRAC Division Directors may issue verbal or written warnings for matters involving player, parent, team staff or spectators occurring exclusively within their Division of responsibility. The TRAC AA Director and/or Vice Chair must be notified of any formal warning issued by the Division Directors for both record keeping as well as determination of whether the Discipline Committee should be activated for a further review of the event.

5.0 DISCIPLINE DECISION DISTRIBUTION:

Notification of any Disciplinary action given by the TRAC Discipline Committee shall be sent to the Whitecourt Minor Hockey President and Whitecourt Minor Hockey Game and Conduct Coordinator

The TRAC Discipline Committee may share Discipline decisions with TRAC members Home Association and may choose to uphold Discipline Decisions shared by Home Associations for TRAC members/participants

6.0 CONFLICT OF INTEREST:

In the event of a conflict of interest by a member of the Discipline Committee, the TRAC Chair shall determine interim representation. If the conflict is with the TRAC Chair, the Whitecourt Minor Hockey President will chair the Committee or determine the alternate.



7.0 EMERGENCY/TIME SENSITIVE POWERS:

In the event of an emergency event or events where the Committee is not able to meet in sufficient time to address the need, the TRAC Chair has the ability to make interim Discipline decisions to allow appropriate time for the Discipline Committee to meet.

APPEALS

1.0 APPEALS CONTACT AND COMMITTEE:

The Whitecourt Minor Hockey Association Game and Conduct Coordinator will be the point of contact for any appeals of TRAC Discipline Committee decisions.

The Appeal Committee will be determined by the Whitecourt Minor Hockey Game and Conduct Coordinator but shall not include any individuals that were part of the TRAC Discipline Committee for the issue being appealed

2.0 APPEALS COMMITTEE ACTIVATION:

The TRAC Appeals Committee will be activated under the following circumstances:

- Request for appeal submitted in writing to the TRAC Chair and Whitecourt Game and Conduct Coordinator within 7 days of the decision being issued.

Appeals will not be granted for the following:

- Warnings, verbal or written
- Appeals requested by individuals other than those named in the Disciplinary notice

The TRAC Appeals Committee will also not hear matters where an individual(s) Disciplinary action was determined by the Whitecourt Minor Hockey Game and Conduct Committee (suspensions over one year and/or expulsions)

3.0 APPEALS COMMITTEE CONSIDERATIONS:

The Appeals Committee will consider the following for consideration in the appeal:

- All facts gathered and documented by the TRAC Discipline Committee (to be provided to the Appeals Committee by the TRAC Discipline Committee Chair for the matter being appealed)
- Facts supported and brought forth in the letter, statement or interview of the appealing individual during the Appeal Committee review



- No other new facts will be reviewed by the Appeals Committee unless they are deemed to be vitally important to the depiction of the event or deemed to affect the safety or security of individual(s).

4.0 APPEALS COMMITTEE DECISION DISTRIBUTION:

Decisions and findings by the Appeals Committee will be sent to the TRAC Chair and Whitecourt Minor Hockey (WMH) President during distribution. The WMH President is not to review the decision levied unless it is beyond the authority of the Committee

4.0 APPEALS COMMITTEE CONFLICT OF INTEREST:

In the event of a conflict of interest by a member of the Appeals Committee, the WMH President shall determine interim representation.