

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

CODE OF CONDUCT

Approved: 16 July 2009
Update: Feb 2018

1.0 INTRODUCTION

The Association is committed to the conduct of its programs and activities in a fair, safe and respectful manner. This policy is intended to describe the:

- Expected standard of behaviour for players and other Association members;
- Procedure for addressing violations of the Code;
- Range of sanctions that could be applied; and
- Procedure for appealing a disciplinary decision.

2.0 SCOPE

This code shall apply to:

- All members of the Association including players, coaches, other team personnel, parents and all elected and appointed personnel;
- All Association programs and activities, regardless of location; and
- All hockey programs and activities in which Association members are participating, regardless of location.

3.0 DEFINITIONS

Complaint: Description of the problem

Complainant: the person raising the complaint

Respondent: the person with whom the complaint is about and who responds to the complaint

Team designate: the person whom the team identifies as the person available to assist with the handling of complaints within the team (ie. Team manager, trainer, parent liaison etc.)

Team personnel: A Coach, Assistant Coach or any other person holding a responsible position with a team

3.0 STANDARD OF BEHAVIOUR

All players, coaches and other team personnel shall respect Hockey Canada, Hockey North and Association rules and policies which govern the conduct of games and activities associated with games.

All Association members shall also:

- Comply with all applicable federal, territorial and municipal laws;
- Respect other persons regardless of their race, ancestry, colour, religion, gender, sexual orientation, age or disability;

- Respect the rights of others, including their health, safety, opinions, property and freedom from mental and physical harm;
- Show proper care and regard for Association and community personnel and property;
- Demonstrate appropriate personal behaviour and sportsmanship;
- Not use Association supplies and equipment without proper authorization;
- Not be in possession of or under the influence of non-prescription drugs;
- Respect persons who are in a position of authority; and
- Take appropriate action to help those in need.

There shall be a “zero tolerance” policy regarding the use of alcohol by players, coaches, team personnel and designated chaperones.

Subject to the Code’s requirement respecting appropriate behaviour, parents may consume alcohol as permitted by law provided that there are no players present who are not related to the parent.

4.1 VIOLATIONS

4.2 Violations by Players

Violations by players will be addressed in the following manner:

4.2.1 Informal Process

An **Oral Reprimand** may be issued, by a coach or other team official, for misconduct (Appendix 1) by a player while associated with team activities. The reprimand may be supplemented by the withdrawal of certain player privileges at the discretion of the coach or team official. When issuing the reprimand, the coach must clearly explain the reasons for the reprimand and the withdrawal of privileges. The coach must provide the governor with a written record of the incident and the associated disciplinary action.

A **Written Reprimand** may be issued by a coach or other team official, for misconduct (Appendix 1) by a player while associated with team activities. The reprimand may be supplemented by the withdrawal of certain player privileges at the discretion of the coach or team official. When issuing the reprimand, the coach must clearly explain the reasons for the reprimand and withdrawal of privileges. The coach must provide the governor with a written record of the incident and the associated disciplinary action. A written reprimand may be considered when oral reprimands have not achieved their desired effect or the misconduct merits such a response.

Standard suspensions shall be administered as per Hockey Canada rules, Hockey North rules and/or the Association guidelines (Appendix 2). Association suspensions shall apply only to games. A player may attend practices while the suspension is in effect.

Where on-ice officials establish, by way of a written game report, that a transgression took place, the suspension will be implemented as a matter of routine. The suspension shall be implemented by the Coach as directed by the Governor. The Governor shall report all disciplinary actions to the Discipline Committee.

Where the on-ice officials do not detect or report a transgression, the player’s coach may, at his/her discretion implement disciplinary action through an oral or written reprimand.

4.2.2 Formal Process

Non-standard suspensions shall be considered when an incident or a series of incidents does not fall within the Association guidelines (Appendix 1 and 2) and, in the opinion of the Governor or the Executive Committee, merits further consideration.

On-ice incidents shall be reported by the on-ice officials through a written game report.

Incidents involving a player, coach or member which occur during a practice or elsewhere (dressing room, public washrooms etc) may be reported by any person who was a principal or witness to the incident. The incident must be reported, in writing, to the appropriate governor. The incident report must include a complete description of the incident including:

- Time, date and location of the incident
- The names of persons involved in the incident
- Names of other persons who witnessed the incident

The Governor may consult other persons, including the alleged principals, as appropriate, to gather the relevant facts of the incident before submitting a written report to the Discipline Committee.

The respondent shall be provided with an opportunity to attend the disciplinary hearing of respond, in writing, to the Governor's incident report.

The Governor shall meet with the Discipline Committee to present the details of his report.

Determination of the appropriate disciplinary action shall rest solely with the Discipline Committee.

The Discipline Committee shall provide a written record of decision to the Governor and the Coach who shall implement the decision of the Discipline Committee.

All records relating to the incident shall be filed with the Director, Administration.

4.3 Violations by Team Personnel and other Members

Violations by team personnel and other members will be addressed in the step-wise manner indicated above:

The violations will be considered by the Discipline Committee or the Executive Committee, as appropriate.

5.0 INFORMING AFFECTED PARTIES

- When issuing an oral reprimand, the coach or team official must clearly explain the reason for the reprimand. A similar explanation shall be provided to a parent of the player, either on the initiative of the coach or upon request by a parent.
- When issuing a written reprimand, the coach or team official must provide the player(s) parents with a copy of his/her report to the Governor.
- When issuing a standard suspension or other disciplinary action, the Governor or the Discipline Committee shall provide the player(s) parents with a written record of the disciplinary decision.

6.0 APPEALS AND GRIEVANCES

- 1) Appeals are not for negotiating the applied sanction but for determining whether unfair procedures or bias had an impact on the outcome of a disciplinary decision.
- 2) A person who wishes to appeal a disciplinary decision or file a formal complaint with respect to an alleged violation of the code must file a statement, in writing, with the President.
- 3) The statement should provide a complete description of the incident, including: time, date and location of the incident, circumstances which precipitated the incident, the principals involved, any other persons who were involved or witnessed the incident.
- 4) With respect to an appeal, the appellant must include a list of substantive reasons why the disciplinary decision should be reconsidered.
- 5) The Executive Committee will consider the written appeal or statement and assign a person or persons to discreetly investigate the disciplinary decision or incident and to file a report with the Executive Committee. The investigation should be completed in a timely manner.
- 6) When reviewing an appeal or a grievance, the Executive Committee shall be limited to those members who were not involved in the initial disciplinary decision being appealed and who do not have any personal connections with the appellant or any other party involved in the matter.
- 7) The respondent may be subject to interim conditions pending the final decision by the Executive Committee. Interim conditions are intended to balance the need for an appropriate disciplinary response with the requirement for fairness to the respondent. Interim conditions are not to be construed as indicative of guilt.
- 8) After reviewing the report, the Executive Committee may, at its discretion, hold a hearing on the matter to provide:
 - The respondent an opportunity to respond to the allegations; or
 - The appellant an opportunity to present his/her concerns.

The Executive Committee shall provide the respondent with the investigative report and other relevant materials so that he/she has sufficient advance notice of the allegations to be considered.

A respondent or appellant may speak in her own defense or through an advocate. Either party may waive their right to a hearing.

If the Executive Committee decides to hold a hearing, it shall strive to do so in a timely manner.

- 9) The Executive Committee shall provide up to thirty minutes of meeting time for respondents or appellants to state their case.
- 10) The decision of the Executive Committee shall be final and binding, except for avenues of recourse provided through Hockey North.

7.0 SANCTIONS

The range of possible disciplinary action includes:

- An oral reprimand;
- A written reprimand;
- An order for restitution, rectification or the payment of damages;
- Denial of access to specified services, activities or facilities of the Association for up to two years;
- Suspension from participation in a program or programs of the Association for up to two years;
- Expulsion from the Association;

A player, who violates the Code during an out-of-town trip, could be sent home in advance of the team. The parents or guardian of the player would be responsible for the cost of the trip.

It is recognized that certain incidents (e.g. physical abuse of on-ice officials) are subject to disciplinary action by affiliated associations rather than the Yellowknife Minor Hockey Association.

8.1 RECORDS

The written record of the incident, the disciplinary decision and any subsequent appeal shall be retained for at least five years.

The records shall be maintained by the Director, Administration.

Appendix 1: Guide for Disciplinary Action Associated with Specific Offences

FIRST LEVEL OFFENCE:

- Horseplay
- Refusing to Participate
- Lateness or Unexcused Absence
- Messing up the Dressing Room
- Swearing
- Other Minor Transgressions

First Offence: One Period
Second Offence: Two Periods
Third Offence: One Game

SECOND LEVEL OFFENCE:

- Fighting
- Insubordination
- Harassment of Arena Staff
- Hindering Others from Participating
- Harassment of Others
- Other Major Transgressions

First Offence: Minimum One-week Suspension
Second Offence: Minimum Two-week Suspension
Third Offence: Minimum One-month Suspension

THIRD LEVEL OFFENCE:

- Drugs or Alcohol

Any member found in possession of or under the influence of drugs or alcohol while participating in an Association event or activity shall be suspended from the Association as follows:

First Offence: Minimum One-month Suspension
Second Offence: Minimum Six-month Suspension

- Theft

Any member proven to have committed theft while participating in an Association-related event or activity shall be suspended as follows:

First Offence: Minimum One-month Suspension
Second Offence: Minimum Six-month Suspension

The person must reimburse the cost of the stolen item and submit a written apology to the affected party before reinstatement.

- Vandalism

Any member proven to have committed vandalism while participating in an Association-related event or activity shall be suspended as follows: The cost of damages will be recovered from the persons involved.

First Offence: Minimum One-month Suspension
Second Offence: Minimum Six-month Suspension

- Assault

Any member proven to have committed an assault while participating in an Association-related event or activity shall be suspended as follows:

First Offence: Minimum One-month Suspension Second
Offence: Minimum Six-month Suspension

GENERAL:

The policy establishes the minimum suspensions that may be applied for various breaches of the Code. There is no defined upper limit on the suspensions which are intended to reflect the severity of the incident.

The duration of the suspension will reflect consideration of the following factors:

- Severity of the incident; ○
- Record of past conduct; ○ Value
- of goods involved;

For Minimum Suspension please see appendix 2.