

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

PENALTY REPORTING PROCEDURES

Approved: 11 August 2009

1.0 INTRODUCTION

The Association is committed to the conduct of its activities and games in a fair and safe manner. From time to time, the on-ice officials assess penalties for transgressions which merit additional disciplinary action as outlined in the Association Code of Conduct. This statement is intended to identify:

- The penalties which must be reported to the appropriate authorities;
- The persons who must receive notice of the penalties;
- The process of notification.

2.0 PENALTIES

The following penalties must be reported:

- (1) any major, misconduct, and game misconduct penalties for **unsportsmanlike conduct**;
- (2) any major penalty, match or gross misconduct penalty;
- (5) any “abuse of official” penalty; and
- (6) any “Check from Behind” penalty.

The Referee must describe the incident on the back of the **white game sheet** immediately after the game. The Referee should provide as much detail as possible including:

- 1) full name, number and team of the player;
- 2) period and time of the incident;
- 3) a complete description of the circumstances surrounding the incident;
- 4) penalty assessed the and relevant Rule (number);and
- 5) name (printed) and signature of the official (s) making the report.

3.0 REPORTING PENALTIES

The incident (and the above details) should also be reported (not later than the morning after the game) by filing an incident report through **TheArbiter.net**. The process includes the following steps:

- 1) Go to The Arbiter Home page
- 2) Click on “Schedule”
- 3) Click on “Show All”
- 4) Complete the Game Report (team scores) by clicking on “R”
- 5) Click on “Notes” in the top right hand corner of the page
- 6) Click on the “+” within red box under the game number
- 7) Complete the incident report in the box under “Note”
- 8) Click on the “check mark” to save the incident report.

The Referee Association Scheduler shall forward the incident report to the following persons:

Name	Position	E-mail	Phone Number
Kevin McCormick	President, Minor Hockey Association	Kevin.McCormick@theedge.ca	873-3081 (H) 669-4760 (W)
Rod Tordoff	Chair, Discipline Committee	torchiro@ssimicro.com	669-3993 (H) 669-5100 (W)
Dustin Arychuk	Referee-in-Chief	arychuk@gmail.ca	765-8113 (C) 766-8257 (H) 920-2991 (H)
Greg Cameron	President, Referee Association	greginnwt@yahoo.com	446-1279 (H) 669-3609 (W)

The coach of the offending player should also be notified by the Referee, **when he signs the game sheet**, that the player is eligible for a suspension.

Referees should not “suggest” what the appropriate suspension might be - suspensions are administered by the league.

The Chair, Discipline Committee shall forward the incident report to the relevant governor.

4.0 SUSPENSIONS

The relevant Governor will address automatic suspensions.

The Discipline Committee will meet, as required, to consider extraordinary circumstances.

Decisions of the Discipline Committee will be reported back to the player and his/her coach by the Governor.

5.0 GAME SHEETS

The coach of the offending player shall obtain a copy of the game sheet, immediately after the game, and retain it for reference by the Governor.