

ST VITAL MINOR HOCKEY ASSOCIATION DISCIPLINARY/GREIVANCE PROCEDURE

1.0 Introduction

The ST Vital Minor Hockey Association (SVMHA), through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

2.0 SVMHA Code of Conduct and Discipline

General Conduct of all SVMHA Participants

All players, coaches, parents and spectators are expected to conduct themselves in a manner that will serve as a positive example to others. Inappropriate behavior will be dealt with in a suitable manner. Hockey Winnipeg's Respectful Hockey Policy and Social Media Policy will be strictly adhered to.

2.1 Coach – Code of Conduct

All Coaches and coaching staff are expected to govern themselves according to the following code:

- Coaches will respect players, parents, opponents, officials and program administrators.
- Coaches will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
- Coaches will prepare skill appropriate practices that are instructive, fun and challenging.
- Coaches will determine player positions.
- Coaches will ensure all players experience equal opportunity to participate, except for disciplinary purposes as outlined under the player discipline section of this manual.
- Coaches will encourage players to rise to their potential through positive reinforcement, attention to individual needs and constructive feedback.
- Coaches will ensure the safety of the players at the arena, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games. As per Hockey Winnipeg regulations two adults must be present in the team dressing room whenever one or more players are in the dressing room.
- Coaches will respectfully address issues and concerns presented to them within 48 hours of receipt.

2.2 Player – Code of Conduct

All Players are expected to govern themselves according to the following code of conduct:

- Players will respect teammates, coaches, game officials, opponents, parents and facilities and conduct themselves as responsible individuals.
- Each player, in conjunction with their teammates and coaches will establish personal and team goals.
- All players will have the required equipment.
- All players will be dressed in their equipment prior to participating in practices and games at a time determined by the coaching staff.
- Players will contact their coaches if they are unable to attend games/practices and advise them with as much notice as possible. Failure to comply and the consequences will be outlined in the team rules.
- Players shall not demean fellow players or opponents by any means including social media, or by use of an electronic device or other means.

2.3 Parent – Code of Conduct

All Parents are expected to govern themselves according to the following code of conduct:

- Parents will respect the coaches, players, opponents, officials and program administrators.
- Parents will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- Parents must respect and support the player/team selection by the coaching staff and the system of play used by the team.
- Parents must remember that their child plays for his or her enjoyment, not theirs.
- Parents will remember that their child learn best by example. They should applaud good play/performance by both their child's team and their opponent.
- Parents will show respect for the opposing team, because without them there would be no game or competition.
- Parents should not have unrealistic expectations. They should remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- Parents will respect the coaches and support them in their team development activities by not engaging in organized coaching or development activities that may contradict the focus, direction, or goals set out for the Vics team by the coaching staff.

3.0 Types of Infractions

3.1.1 Minor infractions that will not be tolerated include:

- Use of tobacco products by minors,
- Disrespectful, offensive, abusive, racist or sexist comments or behavior,
- Unsportsmanlike conduct,
- Being late or absent from games, practices or mandatory team functions, and
- Failing to follow the dress code or team rules.

3.1.2 Major infractions that will not be tolerated include:

- Unsportsmanlike conduct such as fighting,
- Curfew violations when travelling,
- Repeated or a gross display of offensive, abusive, racist or sexist comments or behavior,
- Repeated disrespectful behavior,
- Repeated lateness for or absence from games, practices or mandatory team functions,
- Use of alcohol by a minor at any time,
- Use of alcohol by any member of the coaching staff while supervising players or being under the influence of alcohol while performing their official coaching duties,
- A coach or manager associated with the provision or consumption of alcoholic beverages or drugs to any SVMHA player,
- Intoxication,
- Gambling,
- Activities or behavior that disrupts a game,
- Pranks, jokes, hazing or any activities that endanger the safety or demoralize others,
- Criminal activities,
- Any behavior that is considered to be harassing, and
- Other similar infractions of major severity.

NOTE: The preceding list provides examples only of minor and major infractions, does not include all possible infractions and is intended to provide guidance as to what might be considered major as opposed to minor and vice versa. CHA's booklet, "Safety for all – A Guide to Understanding Abuse and Harassment For Parents and Guardians" will be the reference used should an incident occur.

4.0 Possible Disciplinary Actions

4.1.1 Minor infractions for the most part are to be dealt with by Head Coach

- Verbal or written reprimand,
- Formal verbal apology (witnessed),
- Formal written apology (hand delivered),
- Suspension from the next scheduled game, or
- Other actions as deemed appropriate by the head coach.

4.1.2 Major infractions for the most part will be dealt with by a Category Director in consultation with the President.

- Suspension from participating in scheduled games, practices and team activities for a period of time,
- Suspension from team roster for the balance of the season,
- Barring from attending any St Vital Arena during SVMHA activities..

NOTE: Incidents that involve a number of team members may result in the entire team receiving disciplinary actions.

5.0 Overview of Procedure for Discipline, Grievance or Dispute

5.1.1 Coach, Player or Parent Discipline

All minor infractions shall be reported to the head coach who will determine an appropriate disciplinary action in accordance with the guidelines outlined in this policy. In determining discipline, the head coach will give the individual(s) an opportunity to respond to the allegations. It is recommended that coaches document minor infractions using the [Incident Report](#) for their own files in the event that a dispute regarding the incident arises.

Any disciplinary situations extending beyond a period or the remainder of a game/practice must be consulted on with the Category Director and elevated to the SVMHA President if required.

All major infractions must be reported by the person witnessing the infraction by completing an Incident Report Form. The Category Director will immediately report the infraction to the President who will begin the disciplinary process.

Under extraordinary conditions where safety is a concern, the Director in conjunction with the President, may take immediate disciplinary action, pending the meeting of a Disciplinary Committee.

The Disciplinary Committee will ensure that:

- The subject is given an opportunity to be accompanied by an individual of his/her choice,
- The subject is given an opportunity to address the disciplinary committee, including calling witnesses in his/her defense, and
- The hearing is held in private.

A Disciplinary Committee will, after hearing the evidence concerning the infraction, determine the facts, consider any mitigating circumstances and the past conduct of the subject and make a decision concerning the resolution of the matter. The decision and the date it takes effect, will be final.

6.0 Discipline & Dispute Resolution Process

General Policy

The SVMHA expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviors should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

- A verbal reprimand
- A written reprimand
- A suspension
- An expulsion
- A combination of the above

6.1 Three stages of Discipline are possible, namely;

STAGE 1 - The Informal Process

STAGE 2 - The Formal Process

STAGE 3 - The Appeal Process

6.1.1 Stage 1 - The Informal Process

Standard Suspensions

Where the WMHA rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write up, that such a transgression took place, the coach as a matter of routine will implement these suspensions. The Head Coach, as well will be the authority to deal with all minor infractions.

Non-Standard Suspensions

When incidents occur which may warrant disciplinary action outside the jurisdiction of Game officials, or a Major infraction listed above, the coach shall report the incident as quickly as possible, and at least prior to the next game, for action by the Category Director.

The Category Director and the coach shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain relevant facts of the incident.

When a coach imposes any sanctions with player or parent a file must be created and established with the Category Director. This file will be maintained until the end of the season when it will be given to the Secretary of SVMHA. The Category Director must inform the President of the sanction or discipline as soon as possible, and a written copy of the Sanction shall be provided to the Secretary.

Appeal of Stage 1 Discipline

Notwithstanding the above, should a player, coach or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until stage 2 is complete.

For incidents of a very serious nature, the Category Director may elect to suspend the player indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the President.

6.1.2 Stage 2- The Formal Process

The President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Category Director but not the Category Director involved in the Stage 1 decision, and another executive member approved by the President, and shall be no less than 3 people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the SVMHA Secretary.

Appeal of Stage 2 Discipline

Notwithstanding the above, should a player, coach, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the SVMHA Secretary, requesting an appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

6.1.3 Stage 3- The Appeal Process **Fee \$150.00**

The SVMHA Secretary on receiving a written request for an appeal and payment of a \$150.00 fee, shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, the respective Director of its receipt.

The SVMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given the executive will discuss the case in private.

The SVMHA Executive shall render its decision by motion and a simple majority of those members in attendance shall suffice.

The decision of the SVMHA Executive shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Winnipeg.