

# Harwood Youth Hockey Association

## GENERAL CONDUCT AND DISCIPLINARY ACTION PLAN

### **Player, Coach, Parent/Guardian, Team Parent and Spectator Conduct**

While engaged in any activities in connection with their involvement with HYHA, all players, coaches, parents/guardians, Team Parents and spectators are subject to and expected to comply fully with all the rules, regulations, policies and procedures of HYHA, including all those set forth in this complete document, the HYHA Handbook, the HYHA Codes of Conduct, the HYHA Parent-Coach Communication Plan and Complaint Procedure, the Dispute Resolution Procedure, all appendices and any prior decisions of the HYHA Board and/or Disciplinary Committee (comprised of no less than three HYHA Board members including the Vice President who shall serve as chairperson.) All coaches, parents/guardians, players, Team Parents and spectators will also be required to comply with the USA Hockey Code of Conduct. All players, coaches, parents/guardians and Team Parents over the age of 18 will also be required to comply with the SafeSport guidelines and policies.

### **Conduct Violations and Grounds for Disciplinary Action**

#### **I. General Misconduct Policy**

In addition to grounds for disciplinary action set forth in the policies, rules and regulations mentioned above, the following is a supplemental and specifically articulated list of conduct violations and grounds for disciplinary action against a player, coach, parent/guardian or Team Parent or spectator. While engaged in any activities in connection with their involvement with HYHA, no player, coach, parent/guardian or Team Parent or spectator shall engage in any of the following:

1. Use of obscene, profane or sexually explicit language, racial, ethnic, gender or religious slurs or insults, verbal abuse, harassment and threats.
2. Use or distribution of drugs or other controlled substances (except by prescription and over-the-counter medications by an adult or as approved by a parent), performance enhancing substances of any kind.
3. Use or distribution of alcoholic beverages by or to those under twenty-one (21) years of age.
4. Use or distribution of alcoholic beverages during any HYHA event, defined herein to mean a game, practice or other on-ice activity, transport of persons to and from games or practices or other on-ice activities or other occasions wherein minors and adults are present because of the occurrence of a HYHA game, practice or other on-ice activity.
5. Attendance or participation in, while intoxicated or under the influence of illegal drugs, a HYHA event, defined herein to mean a game, practice or other on-ice activity, transport of persons to and from games or practices or other on-ice activities or other occasions wherein minors and adults are present because of the occurrence of a HYHA game, practice or other on-ice activity.
6. Use of tobacco in any form by anyone under twenty-one (21) years of age.

7. Use or possession of guns, knives and other dangerous weapons, excepting legally permitted firearms by law enforcement personnel.
8. Theft, vandalism, deception or material misrepresentation for personal or monetary gain.
9. Sexual contact of any nature, except between two consenting individuals over the age of eighteen (18) but in no instance involving a player or players.
10. Fighting and physical or bodily contact of any nature when such contact evidences an intent to threaten, intimidate, injure or restrain, except in reasonable self-defense from such fighting, or physical or bodily contact initiated by another.
11. Possession of pornographic or sexually explicit materials by or in the presence of individuals under the age of eighteen (18).
12. Entering onto an ice surface, locker room or bench when not authorized to do so.
13. Throwing any object or liquid on an ice surface or at another person with an intent to express displeasure.
14. "Hazing" of any nature.
15. Spectator and playing areas must remain separate for the safety of all persons. If any spectator goes onto the ice surface, locker room or bench when not authorized to do so, or interferes with the game in any way including by throwing objects or liquids on the ice or excessive verbal abuse of officials, coaches, players or other spectators, the spectator shall be ejected from the rink. Fighting or any verbal altercation in the spectator areas will not be tolerated. The HYHA staff, any Board member, coaches, and/or referees, have the authority to immediately eject a spectator from the ice rink for game interference, fighting or any verbal altercation.
16. Conduct detrimental to HYHA or which jeopardizes the safety, health, morals or welfare of any minor, failure to adhere to or comply with coaching directions or decisions, failure to adhere to or comply with HYHA staff or management directions or decisions, or engaging in a course of conduct which undermines or is detrimental to the ability of a coach or HYHA staff or management to perform their appropriate functions.

## **II. Harassment and Abuse Policy**

HYHA prohibits harassment or abuse and follows a ZERO TOLERANCE policy with regard to such conduct.

1. Harassment: Upon receipt of a harassment allegation, the Disciplinary Committee reserves the right to forward allegations to the Police or Child Protective Services.
2. Sexual Abuse: HYHA reserves the right to investigate any allegation of sexual abuse, past or present. All complaints of sexual abuse shall be confidential, shall be in writing and shall be addressed only to the Disciplinary Committee. All parties who have reason to believe sexual abuse is taking place or has taken place are required by state and federal laws to submit all such complaints to the proper law enforcement authorities.
3. Physical Abuse: HYHA reserves the right to investigate any allegation of physical abuse, past or present. All complaints of physical abuse shall be held in confidence, should be in writing and should be addressed only to the Disciplinary Committee of HYHA.
4. Theft/Vandalism Damages. Any participant proven to the satisfaction of the Disciplinary Committee to have committed theft or vandalism in connection with any team activities

will be subject to dismissal immediately from the HYHA program without refund. Parents of the responsible player(s) shall be responsible for the cost of the loss or damage.

5. Player Discipline. The HYHA Board of Directors, in its discretion, may act as an independent disciplinary committee to review serious or repeated misconduct offenses and determine appropriate action.

### **Disciplinary Action**

Players, coaches, parents/guardians, Team Parents and spectators violating or failing to comply with the rules, regulations, policies and procedures of HYHA, including all those set forth in this complete document, the Parent-Coach Communication Plan and Complaint Procedure, the Dispute Resolution Procedure, all appendices, and any decisions of the HYHA Board or Disciplinary Committee, may be subject to disciplinary action.

The following disciplinary actions may be taken in accordance with Bylaw 10 of USA Hockey:

1. HYHA may immediately suspend or eject from the building, any parent/guardian or spectator who is not a member of USA Hockey for their misconduct and/or violations of HYHA, VSAHA and/or USA Hockey rules and policies.
2. Disciplinary action that will include suspension may be taken by the Disciplinary Committee and/or the Board after thorough investigation and deliberation of the conduct, including a hearing with the parties as required by Bylaw 10 of USA Hockey, for conduct by players, coaches or USA Hockey members determined to be in violation of any rules or policies of HYHA, VSAHA and/or USA Hockey. Disciplinary action may include one or multiple practice(s) and/or game(s) suspensions, short-term or long-term suspension from attending any HYHA events or activities, and permanent dismissal from the program.
3. Disciplinary action that does not include a suspension may be taken at the discretion of the Disciplinary Committee and/or the Board for misconduct and/or violations of HYHA, VSAHA and/or USA Hockey rules and policies.
4. Disciplinary action to include a summary suspension for more serious violations as provided by Bylaw 10 of USA Hockey may be taken in accordance with Bylaw 10.
5. Exceptions to the Unified Procedure of Bylaw 10 of USA Hockey, including suspension of a player who is delinquent in dues or fees owed to the program and a determination that the player is not eligible to continue participating in the program during such delinquency, may occur without a hearing.
6. For any inconsistency with the disciplinary policies, Bylaw 10 of USA Hockey shall control.

### **The Role of Coaches in Establishing and Maintaining Discipline**

The HYHA Board of Directors recognizes the importance to the coach, the team and the individual players of a coach's role in establishing and enforcing disciplinary standards and safety practices with his/her team. The Board of Directors further reaffirms the coach's authority to establish standards of conduct, fair play and safety and to take immediate and reasonable short-term disciplinary action, including benching players for a portion of ice time in "on-ice" situations, such as a portion of a game or a practice, and in "off-ice" situations involving locker rooms and

tournaments in which the coach is responsible for the players' conduct or such conduct could be detrimental to the team or HYHA.

In the event of any misconduct that a coach deems appropriate for greater disciplinary action, the coach shall submit in writing to the Coaching Director or Board of Directors a formal recommendation for specific disciplinary action, with a description of the circumstances and the reasons for such action, including but not limited to a player's suspension for one or more practice(s) and/or game(s). Prior to such action being taken, a hearing shall be held with the parties and the Disciplinary Committee in accordance with Bylaw 10 of USA Hockey. For any partial or total suspension from practices or games it shall be within the team head coach's discretion as to whether the player subject to the disciplinary action may attend with the team but not dress for or participate in the game or practice.

The HYHA Board of Directors also recognizes the importance of fairness and consistency in the application of multiple game or practice disciplinary standards and has, therefore, established this Action Plan.

### **Commencement and Process of Disciplinary Action**

With the exception of matters handled by immediate disciplinary action taken as outlined above, a disciplinary action against a coach, player, parent/guardian, team parent or spectator is commenced by submitting the matter in writing to the HYHA Disciplinary Committee. Parents shall follow the Parent-Coach Communication Plan and Complaint Procedure to institute a complaint or grievance that may invoke disciplinary action. In such event, their complaint must be first submitted to the HYHA Coaching Director to investigate further and determine whether disciplinary action may be appropriate. If so, the Coaching Director will submit the matter in writing to the Disciplinary Committee with his or her recommendation. Requests for action by the Disciplinary Committee must be in writing, dated, with a description of the conduct alleged and the date of the involved individual's next game or practice if applicable. Matters may not be submitted anonymously.

Upon receipt of such writing, if the recommended disciplinary action involves a suspension of one or more practices or games, short-term or long-term suspension from attending any HYHA events or activities, or permanent dismissal from the program, the Disciplinary Committee will communicate and convene by phone, email, in person, or by other reasonable means to schedule a hearing as soon as possible and give at least 7 days' notice to all parties of a hearing date and time, which shall be no later than 30 days as further described in Bylaw 10 of USA Hockey.

The hearing notice shall be in writing to all interested parties of the time and place of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension or disciplinary action, the possible consequences of an adverse finding, and the issues to be resolved. Notwithstanding the process defined herein, at all relevant times the procedures of Bylaw 10 of USA Hockey shall control and be followed.

### **Decision**

The Disciplinary Committee shall use reasonable efforts to (i) render its decision within five (5) business days of the completion of the hearing or the closing of the record whichever is later, and (ii) prepare and deliver a written decision to the Parties within fifteen (15) business days of the

completion of the hearing or the close of the record whichever is later. The written decision shall contain findings of material facts, conclusions, the order of the hearing panel and a statement of any right of appeal a Party may have as a result of the decision. Delivery of the decision to the Parties may be made by first class mail or other delivery service or electronic mail in the discretion of the Disciplinary Committee.

### **Appeal**

Decisions of the Disciplinary Committee may be appealed in writing as further described and according to the procedures provided in Bylaw 10 of USA Hockey.

### **Disciplinary Committee**

The Disciplinary Committee is charged with the overall responsibility and authority for hearing and resolving disciplinary issues involving participating players, coaches, Team Parents, parents/guardians and spectators of HYHA. This may include, but is not limited to, probation under defined terms, suspension from games or practices, exclusion from games, practices or other activities and/or permanent dismissal from HYHA events and activities. Disciplinary action against a parent may be enforced by suspending or excluding the parent's child from games or practices, especially in cases when the parent fails to abide by HYHA's action. Discipline shall be imposed fairly, consistently and in relationship to the wrongdoing but without regard to the player's perceived or actual importance to his/her team.

Time and Place of Meetings: The Disciplinary Committee shall meet as necessary during the year to decide matters before it. The exact date, time and location of such meetings shall be established by the Disciplinary Committee. In addition to the hearing required by Bylaw 10 of USA Hockey, the involved player(s), coach(es), parent(s)/guardian(s), Team Parent or spectator(s), or other witnesses, may be requested or may request to attend to provide testimony or a written statement.

Membership and Quorum: Due to the sensitivity of the subject matter being covered, the Disciplinary Committee shall be composed of at least three (3) board members with at least two members being the President and Vice President (except in cases where recusal is appropriate, in which case the Secretary shall step in.) Each member shall serve at least until the HYHA's next annual membership meeting. Members of the Disciplinary Committee may serve multiple terms. A majority of the appointed members shall constitute a quorum. Decisions of the Disciplinary Committee shall be determined by a simple majority of voting members, provided a quorum is present. Members of the Disciplinary Committee may vote on matters involving their own children's teams but are expected to exercise sound judgment in determining whether a particular situation may present a conflict. Members of the Disciplinary Committee shall recuse themselves from all matters wherein the person for whom disciplinary action is being considered is him/herself or a family member and a replacement Board member must be brought in to ensure at least 3 members on the Committee for each matter considered.

Specific Authorities and Responsibilities: Specific authorities and responsibilities of the Disciplinary Committee are:

- To hear all complaints of misconduct involving coaches, players, parents/guardians, Team Parents and spectators;

- To determine and assess disciplinary action against players, coaches, parents/guardians, Team Parents and spectators, as considered appropriate in the circumstances as described above;
- To maintain a record of and report to the HYHA Board of Directors all actions taken;
- To report other matters of which the HYHA Board of Directors should be aware that may come to its attention as a result of its activities;
- To compel the appearance and testimony of a player, coach, or parent/guardian or Team Parent at a hearing and/or compel production of score sheets, video tapes, and other documentation in the possession of a coach, player, member, or representative of HYHA;
- To solicit statements, testimony, evidence, or other documentation from interested parties other than players, coaches, and HYHA members, as considered necessary in the sole judgment of the Disciplinary Committee; and
- To establish and carry out such procedures as it considers necessary to conduct its activities in accordance with Bylaw 10 of USA Hockey.