

# FYHA CODE OF CONDUCT POLICIES AND PROCEDURES

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## **1. INTRODUCTION**

It is the specific purpose of this document to identify behavior expectations (i.e. Code of Conduct) for Fargo Youth Hockey board members, coaches, players and parents. This document is also intended to provide a uniform method of resolving Code of Conduct violations that adhere to North Dakota Amateur Hockey Bylaws / Rules and Regulations and USA Hockey Bylaw 10.

## 2. CODE OF CONDUCT COMPLIANCE PROCESS

- 2.1 An incident or issue related to a Code of Conduct violation is recognized.
- 2.2 The incident is reported to the appropriate channel within the hockey organization (verbally or in writing) by an individual who either witnesses or becomes aware of the action in question. See attached Exhibit B for FYHA preferred violation report form.
- 2.3 Referee will generally file an incident report if playing rules or conduct warrant reporting.
- 2.4 A coach may choose to handle minor behavior and general team rule infractions internally. If the coach feels the incident rises to a higher level of infraction, they should report it as noted in the Coaches Code of Conduct. The report should outline how the incident has been handled and any recommendations.
- 2.5 The report should be forwarded to the compliance committee and would then assess the handling and remedy recommended by the coach/coordinator or other authority. The compliance committee would decide if the incident warrants further action/investigation and files the report action taken (electronically or in hard copy) by the coach/coordinator. FYHA maintains records of all incident reports.
- 2.6 If incident severity is determined to potentially require additional action steps on behalf of FYHA, then an investigation shall be started by those appointed by the compliance committee. The investigation should include gathering of facts and circumstances from witnesses of the incident. The investigation would entail gathering written incident reports, interviewing the accused individual(s) and interviewing any witnesses to the alleged infractions (coaches, players, parents, officials). The witness accounts should be recorded in writing including names, dates, and facts of the incident.
- 2.7 Upon conclusion of the investigation, the compliance committee then assesses the results of the investigation and recommends the appropriate remedy/solution. The compliance committee may request meetings with the affected parties. The committee may choose to recommend no further action and document that finding as such. After full review of the findings of the investigation, if the compliance committee recommends further heightened actions against the individual(s) involved (for example, suspension from participation), then the Unified Procedure must continue to be followed. (Refer to USA Hockey Bylaw 10 C.)
  - 2.7.1 Heightened enforcement actions from the compliance committee can not be unilaterally enforced without following USA Hockey Bylaw 10 procedures. The party having enforcement actions imposed on them always has the right to request USA Hockey Bylaw 10 procedures to be followed.
  - 2.7.2 USA Hockey Bylaw 10 can be found on the USA Hockey website.

### **3. CODE OF CONDUCT**

All members of the Fargo Youth Hockey Association (FYHA) Board of Directors along with all FYHA coaches, parents, and players shall adhere to the Code of Conduct. All of the identified members shall be provided access to the Code of Conduct and shall sign a document acknowledging they have read and understand the Code of Conduct.

This Code of Conduct was developed in order to create an environment where all people affiliated with Fargo Youth Hockey can support the positive growth of youth hockey.

#### **3.1 CODE OF CONDUCT: BOARD OF DIRECTORS**

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

##### **All Board Members will:**

- 3.1.1 Carry out their responsibilities as set out by the FYHA in a consistent manner and to the best of their abilities.
- 3.1.2 Make safety a top priority.
- 3.1.3 Endeavor to educate himself/herself in the areas pertinent to his/her board position. For example: encourage coaches and officials to attend USA Hockey Clinics.
- 3.1.4 Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- 3.1.5 Create a work environment where FYHA staff has the time, training, and equipment to successfully meet the objective of their position.
- 3.1.6 Be a positive role model for all members by displaying emotional maturity, maintaining a neat appearance, being prompt and demonstrating respect, consideration and understanding toward others.
- 3.1.7 Be consistent, honest, fair and just when dealing with members of FYHA.
- 3.1.8 Display respect for arena facilities and staff, either home or away. Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc. during hockey events in such a way as to leave a positive impression of FYHA.
- 3.1.9 Not use their position on the Board of Directors for personal gain.
- 3.1.10 Understand this Code of Conduct extends to the use of social media.

### 3.2 CODE OF CONDUCT: COACHES AND LEVEL COORDINATORS

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

*Remember these are kids playing a game for fun. They are not adults earning a paycheck for performance.*

#### All Coaches will:

- 3.2.1 Care about the players and their development first and foremost as it is the number one priority of our program.
- 3.2.2 Make safety a top priority.
- 3.2.3 Maintain an open line of communication with players' parents.
- 3.2.4 Be a positive role model for your players by displaying emotional maturity, maintaining a neat appearance, being prompt and demonstrating respect, consideration and understanding toward the players.
- 3.2.5 Be consistent, honest, fair and just when dealing with your players.
- 3.2.6 Promote good sportsmanship and teach players to respect the officials and their decisions.
- 3.2.7 Display respect for arena facilities and staff, either home or away.
- 3.2.8 Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc. during hockey events in such a way as to leave a positive impression of FYHA.
- 3.2.9 Attempt to travel to away games and tournaments with the other coaches on the team or individually, rather than with families of players.
- 3.2.10 Follow the rules put in place by North Dakota Amateur Hockey and USA Hockey.
- 3.2.11 Be responsible to enforce FYHA Code of Conduct for their players while engaged in on ice activities, time in the locker room, or other team events organized by the coaches.
- 3.2.12 Report violations of the FYHA Code of Conduct to any or all of the following people: Hockey Director, Level Coordinator, Safesport Director, or VP of Hockey Operations.
- 3.2.13 Not use offensive language.
- 3.2.14 Not physically or verbally abuse players.
- 3.2.15 Not use tobacco, alcohol, or drugs while engaged in on ice activities, time in the locker room, or other team events organized by the coaches.
- 3.2.16 Not allow themselves to be in a room or vehicle alone with a single player.
- 3.2.17 Not allow players to participate in FYHA games or practices without all mandatory equipment.
- 3.2.18 Not violate the laws of the state of North Dakota or the United States.
- 3.2.19 Understand this code of conduct extends to the use of social media.

### 3.3 CODE OF CONDUCT: PARENTS

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

*Remember these are kids playing a game for fun being coached by coaches who willingly give their time and energy for the betterment of all the kids on the ice. These are not professional players or coaches getting rich entertaining you.*

#### All Parents will:

- 3.3.1 Care about the players and their development first and foremost as it is the number one priority of our program.
- 3.3.2 Make safety a top priority.
- 3.3.3 Encourage their player by offering praise for honest effort, competing fairly, trying hard, good sportsmanship, abiding by rules of the game, and resolving conflict positively, without hostility or violence.
- 3.3.4 Support the team as a whole, not just their own child.
- 3.3.5 Conduct himself/herself in a positive manner by displaying respect for the judgment and authority of the officials, coaches, and board members. For example, do not verbally abuse officials, coaches, employees, or board members.
- 3.3.6 Use appropriate channels and constructive feedback to express concern or make a complaint. Adhere to the 24-hour rule identified in the FYHA parent handbook.
- 3.3.7 Adhere to all financial and volunteer obligations set forth by the Fargo Youth Hockey Association. This applies to any and all payment plans for registration, fundraising and the hours required for volunteering.
- 3.3.8 Display respect for arena facilities and staff, either home or away.
- 3.3.9 Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc. during hockey events in such a way as to leave a positive impression of FYHA.
- 3.3.10 Not behave in a manner which may create a negative, hostile or uncomfortable team environment. For example, they should not disrespect, ridicule, embarrass or demean the capabilities or skills of a teammate, coach, opposing player/coach, referees, etc.
- 3.3.11 Understand this Code of Conduct extends to the use of social media.
- 3.3.12 Enforce the Code of Conduct of the Fargo Youth Hockey Association.
- 3.3.13 Follow the rules put in place by North Dakota Amateur Hockey and USA Hockey.
- 3.3.14 Ensure that their player wears all of the mandatory equipment and that all of their player's equipment is in satisfactory condition, of the correct size, and has not been modified in any manner that would reduce its performance as warranted by the manufacturer. No player may participate in a Fargo Youth Hockey Association game or practice without all of the Mandatory Equipment.

### 3.4 CODE OF CONDUCT: PLAYERS

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

#### All Players will:

- 3.4.1 Abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the Fargo Youth Hockey Association.
- 3.4.2 Respect the ruling of an official; anyone receiving a penalty will skate directly to the penalty box.
- 3.4.3 Always conduct themselves in a positive manner by respecting other players, coaches, parents, arena staff, officials and authority figures.
- 3.4.4 Recognize the value, authority and importance of our coaches and team interests.
- 3.4.5 Abide by team rules.
  - 3.4.5.1 A coach may establish additional rules which are consistent with the rules set forth in the By-laws and this document, upon proper notice to the Coaching Coordinator and the players on his or her team.
- 3.4.6 Show respect for others' time. For example: be prompt for all practices (including dryland) and games, or contact a coach ahead of time.
- 3.4.7 Display respect for the arena facilities and staff, either home or away, in which they are privileged to play. They will behave themselves at all times in all public places, including hotel rooms and restaurants, etc., during hockey events and will leave a positive impression of FYHA.
- 3.4.8 Not violate the laws of North Dakota or the United States
- 3.4.9 Not use alcohol, tobacco, e-cigarettes, or illegal drugs.
- 3.4.10 Understand this code of Conduct extends to the use of social media.
- 3.4.11 Follow Safesport policies against Hazing, Harassment, and Disorderly Conduct
  - 3.4.11.1 **Hazing:** committing an act against a player or coercing a player into committing an act that creates a substantial risk of harm to a person in order for the player to be initiated into or affiliated.
  - 3.4.11.2 **Disorderly conduct:** engaging in offensive, obscene or boisterous and noisy conduct tending to arouse alarm, anger or bring resentment in others.
  - 3.4.11.3 **Harassment:** participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. Harassment parameters, whether willful or otherwise, include disability, race, sexual orientation and/or age.

#### 4. DISCIPLINE GUIDELINES

*Parents, coaches, players, and spectators are under USA Hockey "ZERO TOLERANCE POLICY" and may be asked to leave or be removed from the ice arena at any time by a game official for improper conduct.*

##### 4.1 Discipline Guidelines: Parents/Coaches/Level Coordinators/Board Members

If any parent/guardian violates the FYHA Code of Conduct, the parent/guardian may be subject to disciplinary action that can include suspension from the program.

The following will be used as a basic guide for handling discipline problems that may occur during the year. The discipline guidelines are intended to be minimum guidelines that outline expectations, methods of acceptable discipline, and escalation procedures if needed.

- 4.1.1 If behavior results in substantiated **violation of FYHA Code of Conduct**, as decided by the Compliance Committee:
  - 4.1.1.1 First Offense: Written Warning from Compliance Committee
  - 4.1.1.2 Second Offense: Suspension from **all Fargo Youth Hockey Association events** for a time period as decided by the Compliance Committee.
  - 4.1.1.3 Third Offense: Removal for the remainder of the season of **all Fargo Youth Association events**.
- 4.1.2 Discipline action can be escalated outside of these guidelines based on the severity of the actions. For example: Parents who create public displays of physical violence/anger towards their coaches, game officials, or other parents may be automatically suspended from all FYHA events.
- 4.1.3 All inappropriate actions and resulting discipline will be logged with the Compliance Committee and will be cumulative during the course of that family's participation in FYHA.
- 4.1.4 Individual's involved will be notified at the contact information provided to FYHA of discipline action being taken.
- 4.1.5 Individuals do have the option to request a hearing pursuant to USA Hockey Rule 10 prior to any discipline taking effect.



## 4.2 Discipline Guidelines: PLAYERS

Any concern regarding the conduct of a player must be reported directly to the Coach, Team Manager, Safesport Director or VP of Hockey Operations by the player or parent.

The following will be used as a basic guide for handling discipline problems that may occur during the year. The discipline guidelines are intended to be minimum guidelines that outline expectations, methods of acceptable discipline, and escalation procedures if needed.

FYHA expects, at a minimum, that players will follow the FYHA Code of Conduct.

- 4.2.1 Minor offenses such as being late for practice, not listening to the Coach, badmouthing teammates or opponents, harmful teasing, foul language shall be handled primarily at the coaching level. At the Coach's discretion methods of discipline for the player may include: sit on the bench during practice, perform additional laps/push-ups/skating drills (age-appropriate), pick up pucks, clean locker rooms, be asked to leave the practice, sit out a period of the next game. Minor incidents should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior.
  - 4.2.1.1 Coaches should document all offenses, including minor offenses.
- 4.2.2 If minor offenses continue, Coaches may at their discretion choose to escalate the record of offenses to the Hockey Director, Level Coordinator, and Compliance Committee. A meeting will be held between the Coach(es), the player, the parents, and the Compliance Committee to discuss additional consequences and work out an agreement that may include additional discipline, including suspension from the program.
  - 4.2.2.1 Record of these meetings and resulting discipline will be logged with the Compliance Committee and will be cumulative during the course of that player's participation in FYHA.
- 4.2.3 Unexcused absences may result in the suspension of one period for the 1<sup>st</sup> absence, two periods for the 2<sup>nd</sup> absence, and a full game suspension for the 3<sup>rd</sup> unexcused absence (age appropriate). Excused absences will be accepted via phone call, text, or email to the Coach one hour before practices and games or less in emergency situations.
- 4.2.4 During a game, a Coach may bench a player for a period or the remainder of the game depending upon the severity of the incident.
- 4.2.5 Major offenses shall be handled on a case-by-case basis and action shall be determined by the Compliance Committee.
- 4.2.6 Drugs, alcohol, tobacco, etc. violations shall be handled in accordance with Fargo Public School policies.

Fighting will not be tolerated on the ice or off the ice, in the hallways, locker rooms, parking lots or in any other Fargo Youth Hockey Association venue.

- 4.2.7 Any player who starts or participates in a fight during or after a game has been officially terminated shall be automatically suspended from all Fargo Youth Hockey Association games and practices if a penalty is issued by the official indicating that the offense occurred after the termination of the game. This suspension shall be reviewed by the Compliance Committee within 5 days and appropriate sanctions may be assessed.
- 4.2.8 If no such penalty is issued the player/players participating in a fight may be subject to such disciplinary action as may be determined appropriate after a thorough study of all available information by the Compliance Committee.

## **5. GRIEVANCE RESOLUTION GUIDELINES**

It is important to the health of our organization to have an open-door policy on any concerns you may have. The following information has been put together as a guideline for dealing with difficult situations.

### **5.1 Communicating with Coach**

- 5.1.1 If a parent has a concern about situations in a game, practice, etc. they must adhere to the Code of Conduct while corresponding with the Coach. Waiting 24-hours to contact the Coach is a good rule of thumb.
- 5.1.2 First step would be to request a meeting with the Coach. If you are not satisfied with this meeting, the next step is to take the matter to the Compliance Committee. Complete the official grievance/incident report and email to the Compliance Committee for review. There will be no reprisals taken against any party to a grievance. The names of parties and the circumstances of the grievance will be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

### **5.2 Frivolous Complaints**

- 5.2.1 Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline under the direction of the Compliance Committee

These discipline/grievance guidelines are not a part of the FYHA by-laws and may be subject to review and revision during a regularly scheduled board meeting with a quorum vote to adopt changes.

Grievance forms can be located on the FYHA website or offices.

## **6. ACCEPTANCE**

I/we understand that by entering into this agreement, accept and agree to abide by all future changes to this handbook and may upon my own discretion go to [www.fargohockey.org](http://www.fargohockey.org) to download and review all published updates to the compliance manual.

I/we understand that by entering into this agreement, agree to the placement of my child on the appropriate team based on my child's ability and skill level by the coaches. This includes but is not limited to all tournaments, games and practices.

# EXHIBIT A

LINK TO USA HOCKEY BYLAW 10

[https://portal.usahockey.com/cx/vice-president/governance/usah\\_bylaw\\_10-procedure\\_for\\_suspension\\_and\\_disipline\\_of\\_members.pdf](https://portal.usahockey.com/cx/vice-president/governance/usah_bylaw_10-procedure_for_suspension_and_disipline_of_members.pdf)

# EXHIBIT B

## Fargo Youth Hockey Association

### Grievance / Incident Report Frequently Asked Questions

#### When should I file a Grievance / Incident Report?

- When you see an incident that goes against the FYHA Code of Conduct.
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, employees, or officials, by FYHA members, or visitors to our games.
- To begin an investigation into the conduct of an individual.

#### Can I submit a Grievance / Incident Report anonymously?

- Yes... however, by signing the bottom of the form, the witnesses' names are protected.
- The incident report will be kept in a confidential file.

#### How do I submit the Grievance / Incident Report?

- Complete the form, make a copy, and send to the SafeSport Coordinator [safesport@fargohockey.org] or Vice President of Hockey Operations [hockeyoperations@fargohockey.org] of Fargo Youth Hockey.
- You may be asked to clarify any details and follow up may be given

#### What is the protocol after a Grievance / Incident Report is submitted?

- See section 2 of FYHA Code of Conduct Policies and Procedures.

# EXHIBIT C

## Sample Grievance / Incident Report Form

### Fargo Youth Hockey Association Grievance / Incident Report

This letter is to inform the Compliance Committee of improper behavior/actions that was witnessed at a FYHA Hockey event in front of spectators, players, employees, coaches, and/or officials. This incident is documented to be brought to your attention with the knowledge that the SafeSport/Compliance Committee will review the incident and decide if the FYHA Code of Conduct Policy or USA Hockey SafeSport Guidelines and/or code(s) of conduct were violated.

Name of person(s) involved	
Team & Level	
Date & Time of Incident	
Location	
Description of Incident	

Witness #1: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Witness #2: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

**By signing the above we realize that our anonymity will be protected.  
The form should be submitted to FYHA SafeSport Coordinator and/or VP of Hockey Operations for review. If you feel this matter is deemed appropriate, you can bring grievance.**