



## RICHMOND JETS MINOR HOCKEY ASSOCIATION

### DISCIPLINE AND APPEAL POLICY

Members.

1. The following rules apply to all Members, representing RJMHA at any event or location.
  - (a) The Executive Board shall have the authority to suspend and/or ask for the resignation of any Member for “conduct unbecoming a Member” of the Association. For purposes of these Operating Policies, “conduct unbecoming a Member” includes a matter, conduct or thing that is considered, in the judgment of the Conduct Committee, the Board or any other committee thereof, (a) to be unsportsmanlike, abusive, threatening, slanderous, libellous, or inappropriate, (b) contrary to the best interest of the Association, or (c) harmful to the standing of minor hockey. Suspension entails exclusion from the arena for a set time period.
  - (b) Any Member or Person acting in an unsportsmanlike or inappropriate or abusive manner during any team gathering (pre-game, game, post-game, practice, special event) may be subject to disciplinary action by the Executive Board.
  - (c) Disciplinary Action by the Board may include expulsion from the arena for a set time period or expulsion from the Association.

Players, Team Officials and RJMHA Contractors

2. The following rules apply to all players, team officials and RJMHA Contractors, representing or working for RJMHA at any event or location.
  - (a) Hockey is to be played on the ice, not in hallways, dressing rooms or spectator areas at any arena. Abuse or damage of arena property or equipment shall result in an immediate suspension of the team or player involved until the responsibility of the cost of the incurred damage is determined and/or resolved to the satisfaction of the Executive Board.
  - (b) RJMHA will uphold any suspensions imposed by Hockey Canada, BC Hockey or PCAHA. The RJMHA Executive Board has the authority to impose additional disciplinary action.
  - (c) RJMHA strictly prohibits the use of tobacco, drugs or alcohol in any hockey related activity. Any player, bench official or RJMHA who is impaired or who is found using drugs or alcohol at any RJMHA game, practice or other hockey related activity will be subject to severe action.

- (d) Abusive language or explicit music in dressing rooms, hallways, player benches, penalty box or on the ice will not be tolerated and may result in disciplinary action.
  - (e) Fighting anywhere in or outside an arena complex, before or after a game will result in disciplinary action by the Executive Board.
  - (f) Referees are not to be approached before, during or after a game by any individual other than the Referee in Chief.
3. All matters relating to discipline of team officials will be first handled by the RJMHA Coach Coordinator and the Division Manager responsible for the Division involved. All matters relating to discipline of players will be first handled by the Division Manager, in consultation with the Division Director.
4. PENALTIES (“C” AND REP)
- (a) All penalties shall be governed by the official rules as published by Hockey Canada, BC Hockey, PCAHA, or as varied by RJMHA.
  - (b) The Board may impose penalties and/or suspensions in addition to any assessed by BC Hockey or PCAHA through a formal hearing with the player, Association President, Division Director and/ or Association Risk Manager. This may include excessive player/team penalties.
  - (c) It is the responsibility of the team officials to ensure that all player penalties and suspensions are duly served. Team officials must notify their applicable Division Manager, and each Division Manager must notify the Association Risk Manager, of each misconduct or match penalty assessed against a player, within 48 hours of the penalty or suspension being incurred.
5. TEAM OFFICIALS RESPONSIBILITIES
- (a) It is the responsibility of coaches and managers to enforce procedures and instructions as published by RJMHA. Team officials will be held accountable to a higher standard and will be expected to set a proper example by their conduct. Unsportsmanlike, inappropriate, or abusive behaviour will not be tolerated and will result in disciplinary action by the RJMHA Board
  - (b) A Coach is responsible to RJMHA for the conduct of his players immediately before, during and after games, practices and other hockey related activities. Parents will be

held responsible for their own actions. The Executive Board retains the right to suspend a Player for inappropriate parental action.

- (c) Players should change in their allotted dressing rooms. The Two Deep Rule, as outlined by Hockey Canada shall be abided at all times.
- (d) Each team must have parents to act in the capacity of off-ice officials, (time keeper/scorekeeper) and only assigned personnel should be in the players box, penalty box and time box.
- (e) In the event of an injury the team coach or manager shall be responsible to direct all necessary action. A Hockey Canada Injury report must be completed and forwarded to the Division Manager immediately after an injury.

## 6. Complaints:

- a. Game Protests and Game Complaints. All game protests and appeals shall be dealt with in accordance with Section K of the PCAHA Rules and Regulations. All game protests during the regular season shall be transmitted in writing to the PCAHA League Manager within 72 hours, on Association letterhead signed by the Association President. All other game complaints must be dealt firstly with team officials (coaches and managers), and secondly with the applicable RJMHA Division Manager and/or applicable RJMHA Director. The Director and Division Manager may: (i) deal with the matter in such manner as they consider reasonable; (ii) seek the recommendation from the Coach Coordinator; or (iii) refer the matter to the Executive Board for a decision.
- b. Dealing with All Other Complaints. Complaints regarding the conduct of a player, parent, manager, RJMHA Contractor, Volunteer or spectator (but not including a coach) shall be made to the association Risk Manager. The Risk Manager may: (i) attempt to resolve the matter in such manner as they consider reasonable; (ii) refer the complaint to the RJMHA President or if the President is unavailable a Vice-President; who may refer it to the Board for discussion or to the Conduct Committee.
- c. Conduct Committee. The Conduct Committee will investigate complaints in accordance with the procedure set out in Section 7 below. The Conduct Committee will be established annually following the Association's annual general meeting. The Conduct Committee will be comprised of a Chairperson, who will be appointed by the Executive Board, and at least one other member. The Chairperson will nominate at least one other individual for appointment to the Conduct Committee, and such nominations must be approved by the Executive Board.

## 7. Investigation Procedures.

- a. Where an individual or incident is being investigated by the Risk Manager or Conduct Committee, the following procedures shall apply:
  - i. The individual shall be notified in writing of the investigation.
  - ii. The notification shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
  - iii. The Risk Manager or Conduct Committee conducting the investigation shall be excused if the Board of Directors considers there to be a conflict of interest or a real / perceived bias in their conducting the investigation.
  - iv. The individual under investigation shall have the right to have both supporting documentation presented on their behalf and have a support person / parent present during the hearing.
  - v. If the individual is to be shown any of the correspondence that resulted in the investigative hearing being established, then either a summary should be provided or anywhere where it could lead to the complainant being identified must be removed.
  - vi. Any hearings shall be conducted using the BC Hockey Guidelines for conducting investigative hearings.
  - vii. The Risk Manager or Conduct Committee responsible shall maintain notes (not verbatim) of the investigative hearing.
  - viii. The decision based on the investigative hearing shall be communicated to the individual(s), in writing, stating the length of any suspension, the reason for it and advising the individual of their appeal opportunities.
  - ix. Should the person under investigation fail to respond by the date outlined in the initial notification, the decision letter shall note this.
  - x. Appeals shall be conducted in accordance with Section 9 .
  
- d. Report to the Board. The Conduct Committee will make a report to the Executive Board together with its recommendation with regards to the complaint. The Executive Board will consider the report and make a decision whether or not to adopt, with or without modifications, the recommendation of the Conduct Committee or to otherwise make a decision as to the disposition of the matter.
  
8. Coach Complaints. Complaints regarding coaches must be made first to the applicable Coach Coordinator. The Coach Coordinator will resolve the complaint. If the complaint is not resolved or cannot be resolved, or it requires a decision, it must be presented in writing to the RJMHA Executive Board. The Board may refer the complaint to the Conduct Committee which will conduct an investigation of the complaint.
  
9. Appeals. The decision of (i) the Risk Manager or Board in the above sections, may be appealed to the Appeals Committee. For clarity, the Rep Selection Appeals Committee

handles all appeals regarding the Rep Selection Process. Refer to RJMHA Rep Hockey Policy, Section II – Appeal Procedures, for details.

10. Appeals Committee. The Appeals Committee will be established annually following the Association’s annual general meeting. It will be comprised of at least four individuals; one of whom will be the Immediate Past-President or suitable substitute. The Immediate Past-President or suitable substitute will nominate individuals for appointment to the Appeals Committee (who need not be members), and such nominations must be approved by the Executive Board. No member of the Executive Board, other than the Immediate Past-President shall be a member of the Appeals Committee.
11. Notice of Appeal. A matter may be appealed to the Appeals Committee by giving written notice to the Immediate Past-President, providing a description of the matter(s) in question and stating the reasons for the appeal. An appeal shall either be delivered by hand, electronic mail, or sent by post and be made (bear a postmark if mailed) within seven (7) days (including Sundays and public holidays) following notification of the decision referred to in section 8 above.
12. Appeal Committee Procedures. For each matter, the Appeals Committee shall a hearing committee of at least three of its members, and designate one to be its chairperson. The designated chairperson shall conduct all meetings and hearings with reasonable fairness, allowing all parties the opportunity to present all relevant information. If through misadventure, sickness or other reason, a member of the Appeals Committee is not able to attend an appeal hearing, the hearing shall proceed with the members present. If less than three members are present, the appellant shall be given the option of rescheduling the hearing to a convenient future date and time. The Appeals Committee shall hear the Appeal in a timely fashion and render its decision in writing to the applicable parties by telephone, or electronic mail within 48 hours, to be followed by written notification mailed, or sent by electronic mail within seven (7) days (including Sundays and public holidays) of the appeal hearing. The decision of the Appeals Committee shall be final except if a further appeal is made as permitted by and in accordance with the Constitution, Bylaws and Regulations of an affiliated body by which the Association has agreed to be bound