Cole Harbour Bel Ayr Minor Hockey Association

Discipline Policy

Complaints:

1) All complaints, concerns or questions related to incidents that violate the CHBAMHA's Code of Conduct within a team setting must first be expressed to the team manager. We promote the "24 hour rule" prior to such action to ensure that communication is well thought out and to allow emotions to be controlled. The manager of the team is required to keep a note on file of the complaints, concerns or questions raised.

2) In the event that the concern cannot be resolved at the team level (takes into account incidents not related to a specific team), the complaint must be submitted in writing to a member of the CHBAMHA Executive. Examples may regard, but are not limited to: the operation of the Association; unresolved conflicts with coaching staff, parents, game or practice incidents (not referee game decisions); member's actions which may constitute inappropriate behaviour, and behaviour contrary to the CHBAMHA's Code of Conduct, the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (the "UCCMS"), or HNS's policies and bylaws, or Hockey Canada's policies and bylaws.

3) Written complaints received shall be included in the agenda of the next meeting of the executive, although the Executive prior to this meeting may, at the President's discretion, start investigation of the complaint. For issues of a serious nature, the President may call a special meeting of the Executive or Discipline Committee to ensure prompt resolution.

4) Discussion of complaints of a sensitive or personal nature at an executive meeting will NOT be open to the general membership and shall be kept confidential. Members of the Executive are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

5) If required, the President or Vice President will appoint a Disciplinary Committee, composed of 3 Executive members, to review the complaints.

6) The Discipline Committee will focus on areas of complaint that involve the following:

- Violations to the CHBAMHA Code of Conduct, the UCCMS, or violations to codes of conduct as defined by Hockey Nova Scotia and Hockey Canada;
- Concerns that may be defined as abusive and involve officials (on-ice and off-ice), coaches, volunteers, players or other parents, spectators, or community members;
- 3. Behaviours that may be defined or perceived to fall outside of the CHBAMHA Code of Conduct.

Please note that issues related to player placement (tryouts/evaluations), ice-time, shift length or game/bench management by coaches and/or officials may not be entertained by the Discipline Committee.

What you can expect:

When a complaint is made, CHBAMHA has a duty to conduct an investigation to determine whether or not the complaint is founded. The following principles apply:

Respect Confidentiality: people raising an allegation and those being investigated shall be treated with respect and have the issue treated in a confidential manner;

Notice: the people affected by the allegation must be told about the important issues and be given enough information to be able to participate in the investigation;

Fair Hearing: the people affected are given a reasonable opportunity to present their point of view and to respond to facts presented by others;

Impartiality: the decision-maker will consider what each person has told them and must act impartially when considering the matter; and

Balance of probabilities: the decision-maker only needs to be reasonably certain that the allegation is (or is not) founded - that is, is it likely to be founded (or not). Simply the decision maker needs to be at least 51% sure of their decision.

Decisions will be communicated: All complaints shall receive a written reply (e.g., email) to communicate the outcome. However, the complainant may not be informed of the sanction imposed.

What we expect of you:

Respond quickly: After being notified of an allegation or asked for additional information, we ask that you get back to us with an account of the situation within 24 hours.

Show up for your appointment: When you have an appointment (either in person or by phone) with the Discipline Committee we ask that you show up on time.

Respect: We understand that going through the discipline process can be stressful. We ask that you treat the volunteers on the Discipline Committee with respect.

Honesty: We ask that you answer the questions of the Discipline Committee honestly.

What happens after an investigation?

1. If, after a proper investigation by the Association, a member or spectator is found to have engaged in inappropriate conduct, the CHBAMHA may require restitution, apology, participation in educational courses (i.e. Respect in Sport), warnings, or coach/ player/ parent suspensions.

2. CHBAMHA uses a progressive discipline policy, in that penalties for breaches of this code of conduct that are more severe for repeat offences. In some cases, for example severe breaches, following the steps in the progressive discipline policy may not be warranted (e.g., going directly to a suspension).

3. Appeals of findings and sanctions may be made to HNS in accordance with HNS bylaws

4. The CHBAMHA shall make a complaint to the police or appropriate child welfare agency where the conduct is deemed to be criminal or abusive. Everyone has a duty to immediately report even a suspicion of abuse to a child 18 or younger.

The Four Step Corrective Action Process (CAP)

Step One - The CHBAMHA is made aware of an incident (in writing or reported verbally) that is in violation of the association's Code of Conduct and launches an investigation. This includes notification to the alleged offender that the matter is under review and that they are encouraged to submit an account of the matter within 24 hours of notification. The CHBAMHA will provide a decision on the matter, document the incident and issue a sanction. Failure to comply with any request from CHBAMHA or any insubordination will result in an immediate progression to Step Two.

Step Two - In the event that there is a progression or continuation of issues specific to the same member (or family), the CHBAMHA will immediately request participation in a hearing before the Disciplinary Committee and the individual will be requested to have no further contact with the team (not permitted to be in the rink) until the hearing is completed. Step Two can include a variety of sanctions. Failure to appear as requested will result in a progression to Step Three.

Step Three - In the event that there is a need for an additional investigation involving the same member or family and if it is determined that they are behaving in a manner contrary to the CHBAMHA's Code of Conduct, the individual could be suspended from any further contact with the association for a short term.

Step Four - In the event there is any further action required by CHBAMHA, the entire family (including the member) could be suspended from any further participation within the Association. Reinstatement the following calendar year will be with the understanding that any new activity will automatically escalate starting at Step Two. Long term suspension or revocation of membership could also occur in conjunction with Hockey Nova Scotia's Code of Conduct and other policies.

Disciplinary and Administrative Meetings

Disciplinary and administrative meetings shall not be audio or video recorded.

If you decline to attend a disciplinary or administrative meeting:

-we may take into consideration information and statements provided by others and make a determination based on the balance of probabilities in the absence of any representations on your behalf; and/or

-we may suspend you until such time you attend a disciplinary meeting.

Administrative Actions

From time to time, it may be necessary to take administrative actions beyond those normally contemplated by our policies. Extraordinary circumstances that may warrant such administrative actions may include:

-repeated non-payment of fees (administrative)

-for cause (e.g., disciplinary violations of the Code of Conduct or other policies); or

-actions prejudicial to the welfare or objectives of the Association (administrative)

Revocation of membership (by-law 1.5) is called permanent ineligibility under the UCCMS 7.2.7.

Issue	Action	Outcome
Non-Payment of Fees	• Failure to pay registration fees or team obligations by deadlines.	**Step 1:** Indefinite suspension until balance is paid (by-law 1.7) **Step 2:** Blocking registration for future seasons until balance is paid. **Step 3:** indefinite suspension along with revocation of membership in

		accordance with bylaws and HNS policy • Mitigating circumstances – awaiting funding, financial need – families will be offered assistance through the CHBAMHA Player Assist Fund where qualified – will not result in revocation of membership • Aggravating circumstances – repeated seasons (2 or more), repeated lack of participation in fundraising or repeated non-payment of parent contributions
Disciplinary / For Cause	• Repeated or egregious violations of the Code of Conduct or Ethics. • Repeated or egregious abuse of officials, players, or volunteers, such as: 1. **Physical Altercations or Violence:** Engaging in fights, property damage, or aggressive confrontations during CHBAMHA events or on association premises. **2. Repeated, Escalating or Egregious Harassment, Discrimination, & Disruptive Behavior** • **Harassment and Bullying:** Engaging in verbal, physical, or psychological abuse, sexual	**Step 1:** Adherence to the CHBAMHA Code of Discipline Policy and principles of progressive discipline where applicable (warning, suspension) and appropriate **Step 2:** indefinite suspension and/or with revocation of membership in accordance with bylaws and HNS policy

	harassment, or intimidation directed at other members • **Discrimination:** Treating members, applicants, or employees unequally based on protected characteristics in violation of the association's code of conduct or by-laws	
Actions prejudicial to the welfare or objectives of the association.	**1. Financial Misconduct & Fiduciary Breaches** • **Embezzlement or Fraud:** Misappropriating CHBAMHA funds or other financial crimes • **Unauthorized Spending:** Committing the association to financial obligations or signing contracts without proper policy or board authorization. • **Unmitigated Conflicts of Interest:** Using an association position to secure personal financial gain for oneself or family members. **2. Repeated, Escalating or Egregious Breach of Confidentiality & Defamation** • **Leaking Sensitive Information:** Disclosing private board deliberations, private information, or member lists to unauthorized third parties. • **Public Defamation:** Making false, malicious, or damaging public statements (including on	**Step 1:** Adherence to the CHBAMHA Code of Discipline Policy and principles of progressive discipline where applicable (warning, suspension) and where appropriate. **Step 2:** indefinite suspension and/or with revocation of membership in accordance with bylaws and HNS policy

	social media) that publicly disparage the association, its Executive, volunteers, or its members. • **Disruption of Events or Programs or Association Objectives:** Intentionally disrupting general meetings, disrupting CHBAMHA activities or administration, or organizing campaigns to undermine policies. **3. Governance & Operational Subversion** • **Violation of Bylaws and Policy:** Repeatedly defying bylaws and policies, or membership obligations. • **Malicious Complaints:** Filing numerous or frivolous or vexatious complaints against the association, its Executive or volunteers (e.g., with the intent to harass volunteers or disrupt the activities of the Association).	

The objects of the Association include:

a) To foster, promote and encourage good sportsmanship and team participation in Minor Hockey:
b) To provide, promote, encourage and govern recreational and competitive, Junior, Juvenile, Midget, Bantam, PeeWee, Atom and Novice hockey for members within the boundaries of the association;

Revocation of membership is an extreme measure and should not be taken lightly. However, progressive discipline is not appropriate in all cases. The CHBAMHA reserves the right to skip steps in progressive discipline where appropriate.

Process:

1) A warning to the member must be made that includes the statement "If you continue to xxxx or as a result of yyyy, the Executive may consider whether that conduct constitutes a travesty of the game and is prejudicial to the welfare and objectives of the Association. The Executive may take administrative action under our bylaws and polices, which may include suspension and/or revocation of membership" or equivalent for financial or disciplinary matters
2) If the issue continues, and where revocation of membership is contemplated, there must be a regular or special meeting of the Executive. Quorum rules apply. The circumstances leading to the recommendation must be fully outlined, including steps taken to resolve the issue(s) and outcomes. A motion to proceed with revocation of membership must be made and passed unanimously.
3) Notice must be sent to the member stating that they are suspended indefinitely pending review of their membership status
4) Consultation with Hockey NS is mandatory for all cases where the Executive has decided to move forward with revocation of membership under the HNS Abusive Parent Dispute Resolution Policy.

Should you have any questions about the Discipline Policy please contact the CHBAMHA Vice President at vice_president@chbawings.org.

Definitions:

-repeated violations – 3 or more violations for the same issue in a short period of time (e.g., during one or two seasons)

-Egregious violations -- refers to a breach of rules that is flagrantly bad, shockingly wrong, or far beyond any reasonable or acceptable standard of behavior. Characteristics may include:

- Extreme Severity: The act is so obviously improper that it shocks normal standards or public trust.
- Willfulness or Recklessness: It typically involves intentional wrongdoing, a conscious disregard for rules, or gross negligence.
- High Impact: It causes severe harm, major financial or reputational loss, physical or danger.

-Frivolous complaint – bad faith complaint that lacks any basis in bylaws, policies or regulations.

-Vexatious complaint – filed to exhaust, harass, annoy, embarrass, delay, or cause unnecessary burden to the Association. Vexatious complaints are often part of a persistent, repetitive pattern of abuse of process often involving the same subject matter

References: HNS Abusive Parent and Dispute Resolution Policy;

HNS Minor Regulations;

HNS Code of Conduct;

CHBAMHA By-laws and Policies