Hillsborough District Minor Hockey Association

DISCIPLINE GUIDELINES

PLAYERS:

These guidelines apply to any player who is a member of Hillsborough District Minor Hockey Association (HDMHA). It should be noted that the best way to avoid disciplinary actions is through the application of positive reinforcement. This guide should be used only when other avenues have been exhausted. Of course, the age of the players involved will determine the perceived seriousness of the offence. It is very important to meet with both the parents and players at the start of the season and clearly explain the coach's expectations and how the discipline will be applied for the year.

FIRST LEVEL OFFENCES:

First level offences should be dealt with at the Team Level unless the Coach deems it necessary in the case of multiple or repeat offenders.

- excessive horseplay
- refusing to participate without valid cause (leaving the bench or ice)
- tardiness without valid cause
- unexcused absences
- lack of dressing room etiquette
- swearing
- use of cell phone or unauthorized electronic devices in dressing room
- other similar actions

For these types of offences, it is expected that team officials will use the theory of progressive discipline as a guiding principle. An example of this type of discipline is:

1st offence: 1 period

2nd offence: 2 periods

3rd offence: 1 game

The team should keep a written record (see Appendix 1) of all offences with details of what occurred, date, time and witnesses.

A Coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee.

Multiple or repeat offenders will be reviewed by the Discipline Committee and further discipline levied.

SECOND LEVEL OFFENCES:

Second level offences will require a review of the incident by the Discipline Committee and discipline levied. Examples (but not limited to) of this type of behavior include:

- fighting (off-ice, practices, dressing rooms)
- insubordination to coaching staff
- harassment or abuse of anyone while at a hockey activity
- intimidation (bullying)
- interfering with others desire to participate

These offences will be reviewed, and again progressive discipline will be levied.

1st offence: dismissal from ice and minimum of three games.

2nd offence: dismissal from ice and minimum one month ice time suspension

3rd offence: dismissal from ice and minimum four months ice time suspension

HABITUAL OFFENDERS:

Those players that habitually offend regardless of the level will face expulsion from hockey and re-entry only on the approval of the Discipline Committee by majority decision. A probationary period is mandatory and will be “Zero Tolerance”. The probationary period will be determined by the Discipline Committee.

THIRD LEVEL OFFENCES:

Drugs & Alcohol

Any player found with drugs and/or alcohol in their possession, or any player suspected, investigated and found guilty to be under the influence of drugs or alcohol while

participating in a Hillsborough Minor Hockey sponsored activity, will be suspended from further play and practices as follows.

1st offence: dismissal from ice and a minimum of one month suspension

2nd offence: dismissal from ice and a minimum one year suspension

Theft

Any player proven to have engaged in thievery while participating in a Hillsborough Minor Hockey activity will be suspended as follows.

1st offence: dismissal from ice and minimum one month suspension

2nd offence: dismissal from ice and minimum one year suspension

Before reinstatement, the player must make full restitution to the parties involved and offer a written apology.

Vandalism

Any player proven to have engaged in vandalism or other similar illegal activities while participating in a Hillsborough Minor Hockey activity will be suspended as follows.

1st offence: dismissal from ice and a minimum of one month suspension

2nd offence: dismissal from ice and a minimum of one year suspension

The cost of any damages done by coaches, team officials, players or parents will be recovered from those involved. Amounts outstanding will result in the person(s) not being accepted as a member the following season.

PROCEDURE FOR REPORTING TEAM SUSPENSIONS:

Level 1 Offences shall be reported to the Discipline Committee of HDMHA for any 1 game suspension, for any shorter discipline the team shall keep records with details, date etc. If the coach wants to suspend for more than one game, they should follow the procedure for Level 2 or 3 Offences.

For Level 2 Offences and Level 3 Offences, the following procedure shall be used.

1. Inform the player that they are suspended from all team activities pending a Discipline Committee ruling.

2. Complete the Team Suspension Form (Attachment #1) and sent to the Discipline Committee.

3. The Discipline Committee will review the incident and interview people as necessary.

4. The chair of the Discipline Committee will communicate the decision reached by the Discipline Committee by phone, email or in person within 48 hours of the review. A letter will be sent to all parties involved including the Coach, parent of player involved and HDMHA within one week.

HDMHA will maintain a record of any suspensions for its members, both HNB, club or team suspensions. These records can be reviewed by the Discipline Committee as required.

All written records other than the final decision of the Discipline Committee will be held in confidence, on file, and may be reviewed by the Discipline Committee.

* Suspensions will be carried over from one season to the next.

Any coach participating in tournament or out of town play, that encounters a situation that requires Level 2 or Level 3 discipline, that should be handled by the Discipline Committee, has the ability to suspend the individual(s) involved until the Discipline Committee can review the incident. Coaches involved in this type of situation should fully document the incident with attention to detail (i.e. date, time, names, witnesses, location, and details of the infraction). It is recommended that the coach attempt to contact the President or the HDMHA Discipline Committee as soon as possible after the incident occurs and submit the Team Suspension Form to the Discipline Committee as soon as possible thereafter.

PENALTIES/SUSPENSIONS IMPOSED BY Hockey NB:

Any suspensions imposed by HNB or leagues that are more than one game may be reviewed by the Discipline Committee on a case-by-case basis. Further suspensions by the committee may result.

DISCIPLINE GUIDELINES:

PARENTS & SPECTATORS

Parents and spectators at Hillsborough Minor Hockey functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during or after any activities involving HDMHA teams.

Both HDMHA and Fundy Albert have a zero tolerance on disorderly conduct. This type of conduct can result in being banned from the rink.

All Primary Parents/Guardians are required to abide by the Parent's Code of Conduct and at the start of each season are requested to formally sign and return it to their team. If a parent does not sign the agreement, their child's participation in HDMHA may be suspended until the signed Code of Conduct is received.

All complaints are to be submitted to the HDMHA within 14 days of the incident.

When a complaint form is received by HDMHA on any parent or spectator, it shall be reviewed by the Discipline Committee. The person named in the complaint shall be notified of the complaint and of the action taken by HDMHA.

Any violation of the Parents Code of Conduct should be addressed as follows:

- 1st violation – written warning
- 2nd violation – 3 game suspension (Parent is not permitted to attend three consecutive games). If a parent has more than one child in HDMHA, suspension will apply for first 3 games of all players.
- 3rd violation – Suspended for remainder of season from attending any HDMHA event or game.

Note: Discipline committee can decide based on severity of parent's action to skip any of the above steps.

TEAM OFFICIALS

Team officials are responsible for supervising and controlling the conduct of their players, before, during and after each game or practice. Failure by team officials, during the sanctioned time before and after the game/activity, to control the conduct of their team

(i.e. brawls, vandalism, lobby or parking lot altercations, etc.) may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved.

In the unlikely event a team official is found to have committed a THIRD LEVEL OFFENCE, he or she will have caused themselves to be suspended indefinitely from participation with a HDMHA team. The Discipline Committee will review all other infractions.

COMPLAINTS:

COACHES and TEAM OFFICIALS

Complaints about a coach, assistant, trainer, or manager must first be addressed to the coach/manager. The HDMHA board or the Discipline Committee may be approached if there is no satisfactory result from this.

Fair Play concerns should be directed to the HDMHA Board.

When necessary, the HDMHA Board may refer concerns to the Discipline Committee.

Any complaints to the HDMHA Discipline Committee regarding minor hockey business or team officials, etc. must be made in writing using the HDMHA complaint Form (Appendix 2).

The complaint Form should be sent to the HDMDA Discipline Committee, who will review the details and determine if further action is required.

REFEREES and LINESMEN

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesmen called a particular game, nor is it for questioning interpretations of judgment calls. Any serious concerns by coaching staff or others should be reported IN WRITING, to the HDMHA Referee-In-Chief with a copy to the President.

Conflict of Interest:

If there is a conflict of interest with the person under review with someone on HDMHA or Disciple Board, then they are expected to recuse themselves from the review.

A conflict of interest could include if they are a Parent, Grandparent, Child or Spouse to the person under review or the person issuing the complaint.

Hillsborough District Minor Hockey Association

Discipline Form (Appendix 1)

This form shall be used to inform HDMHA of a suspension imposed by a team (maximum of 1 game) or an incident requiring review by the Discipline Committee. This form should be submitted by the Head Coach of the team to the Division Coordinator who will forward any incident requiring a review to the President Elect.

Name of person(s) involved	
Team and Coach	
Date of Incident	
Location	
Incident	
Other Witnesses of the incident	

Name: _____ Signature: _____

Phone #: _____

Hillsborough District Minor Hockey Association

complaint Form Instructions and Guidelines (Appendix 2)

BEFORE submitting a Complaint Form, please review the following guidelines and procedural information.

When should I file a Complaint Form?

- When you see an incident that goes against any of the HDMHA constitution, Playing Rules or Code of Conduct
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, officials by HDMHA members or visitors to our games.
- To begin an investigation into the conduct of an individual.
- All complaints must be submitted within 14 days of the incident.

Can I submit a Complaint Form anonymously?

- No…BUT by signing the bottom of the form, your name will only be seen by the Discipline Committee and shall be kept in confidence.
- The incident report will be kept in a confidential file that only the Discipline Committee will be able to view.

How do I submit the Complaint Form?

- Complete the form, make a copy and send it to the HDMHA Discipline Committee. If mailing the form, address the envelope 'HDMHA Discipline Committee: Confidential'
- You may be asked to clarify any details and follow up may be given.
- For the quickest method, please scan and send by email to [NEED EMAIL ADDRESS].

What is the protocol after a Complaint Form is submitted?

The President Elect and/or President of HDMHA will review the report and keep the original on file.

The complaint may be vetted by the Discipline Committee as a whole and the committee will decide to proceed with an investigation or not.

If there is a complaint against a person, the person named will be informed of a complaint and asked to respond in writing.

The committee will then meet to discuss and decide the course of action (closure or consequences) to be taken.

If you believe that there may be a conflict of interest with the President of HDMHA, please forward the Incident Report to the Discipline Committee for further action.

If you believe that there may be a conflict of interest with the Discipline Committee, please forward the Incident Report to the President of HDMHA for further action.

Hillsborough District Minor Hockey Association

Complaint Form

This letter is to inform the Discipline Committee of improper behaviour that was witnessed at an HDMHA Hockey event in front of spectators, players, coaches, and/or officials. **By signing the above we realize that our anonymity will be protected.**

Name of person(s) involved	
Team	
Date of Incident **(must be less than 14 days old)**	
Location	
Incident	
Other Witnesses of the incident with contact information:	

Name: _____ Signature: _____

Phone #: _____

Document Amendments:

Date	By whom	What changed
Feb 20, 2025	Jannet Finlayson	Creation of document.
Sept 24, 2025	Jannet Finlayson	Updating with suggestions from the Board and correct mistakes.
Jan 13, 2026	Jannet Finlayson	Updating with suggestions from the Board and correct mistakes.
June 11, 2026	Board of Directors	Adopted as presented