

# Capital City Youth Hockey Association

## DISCIPLINARY COMMITTEE

### *Disciplinary Complaint Process*

#### **BACKGROUND**

The purpose of this document is to provide Coaches, Disciplinary Committee Members, CCYHA Board Members, and CCYHA Members an easy-to-follow guide on how to respond when player misconduct is reported or observed.

The Disciplinary Committee believes that most disciplinary matters should be addressed by the Head Coach or nearest available coach. Hockey is an emotional contact sport involving developing young athletes. Prompt, fair handling of misconduct helps protect player safety and allows the organization to remain focused on player development and the game.

#### **THE COMPLAINT PROCESS**

- Any CCYHA member may file a disciplinary complaint. Minor issues should first be addressed by the coaching staff whenever appropriate.
- Observe a disciplinary issue that was not corrected by a coach, or where no coach was present. Serious incidents, including suspected SafeSport violations, should always be reported.
- **When in doubt, contact the Disciplinary Committee Chair or a committee member for guidance.**
- Contact the CCYHA Disciplinary Committee Chair (Vice President) by phone, text, email, or other available method.
- The Chair will either refer the matter to the Head Coach, determine the complaint is unfounded, or initiate a disciplinary inquiry.
- If an inquiry is opened, the Committee will gather statements and evidence, notify affected families, conduct informal and/or formal hearings as necessary, determine findings based on a preponderance of the evidence, vote on corrective actions, report results to the Board when required, and ensure corrective actions are completed.

#### **COMMON INFRACTIONS HANDLED BY THE HEAD COACH**

- Low-level fighting (pushing, shoving, light slashing)
- Minor arguments with officials

- Players arguing with one another
- Inattention during practice drills
- Minor locker room horseplay
- Low-level name calling that does not violate SafeSport

### ***MANDATORY REPORTING CRITERIA (WITHIN 24 HOURS)***

- Fighting beyond low-level conduct
- Any injury requiring medical attention
- Any actual or suspected SafeSport violation
- Major safety violations
- Sexual harassment or suspected sexual harassment
- Abuse of an official
- Incidents involving another organization
- Conduct that could embarrass CCYHA, including on social media
- Repeated misconduct after prior correction
- Any match penalty
- Major USA Hockey Code of Conduct violations
- Destruction of property

### ***NOTE***

The Disciplinary Committee will not conduct criminal investigations. Matters involving potential criminal conduct will be referred to the appropriate law enforcement agency with jurisdiction.