

SSYHA Disciplinary Policies & Procedures

Team Rules/Discipline

SSYHA empowers its coaches to impose minor disciplinary measures when necessary without involving the SSYHA disciplinary committee. Any coach imposed discipline must not exceed the lesser of a one game or seventy two (72) hour suspension. All disciplinary measures must be reported to the executive director, and an incident report must be filed.

Protocol for Issuing Formal Complaints

SSYHA recognizes the fact that over the course of a season certain issues may arise that need to be addressed. Please remember that we are all adults and professionals. Petty grievances should be addressed amongst the parties involved. Steps in addressing a concern and/or issue are as follows:

1. Abide by the 24-hour rule before addressing any concerns.
2. Attempt to solve the problem directly by arranging a meeting between concerned parties in advance.
 - a. If a coach is involved, trying to address the coach right before or after a practice or game is not appropriate.
 - b. A third party such as the Executive Director, a board member, or the team manager should be present. This method applies to parent-coach concerns or parent-parent concerns.
3. At no time is it appropriate for a parent to address another player who is not their own. If an issue exists regarding a player not your own, you should first contact the Head Coach. If necessary, the Head Coach can elevate the issue to the Executive Director.

If the parties involved are not able to amicably resolve the issue amongst themselves and should a formal complaint need to be issued, the following steps are required:

1. Notice of an Issue: Any Member may notify the Committee about an issue that he or she believes warrants the Committee's attention. Notice is to be provided to the Committee by:
 - a. Communicating through the Discipline Committee address on the Association website;
 - b. Filing of an incident report through the incident reporting form on the Association website;
 - c. Written notice to a Board member or the Executive Director.
2. Notice to Parties: The parties that are the subject of the Notice will be notified within seven (7) days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled review meeting.
3. Review Meeting: The Secretary will schedule the Notice for review within fifteen (15) days of receipt of the Notice. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed. At the Review Meeting the Committee will review the Notice and take one or more of the following actions:
 - a. Determine that no violation has occurred and dismiss the matter;
 - b. Determine that a violation of the Code has occurred;
 - c. Determine that additional information needs to be collected to establish facts and make a determination;
- a. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time.
4. Penalty Meeting: If the Committee determines that there is a violation of the Code of Conduct, the Committee must hold a Penalty Meeting within seven (7) days of the Review Meeting to determine the Penalty. The Penalty Meeting can be held concurrently with the Review Meeting if the individual found to be in violation of the Code of Conduct is present.
5. Issuance of Findings of Fact, Determination and Penalty: Upon conclusion of the Review and

Penalty Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Penalty to the Secretary of the Board and the party that is the subject of the Committee's determination. The Secretary of the Committee will notify the Board of Directors of the Committee's decisions.

6. Administration and Enforcement of Penalties: The Secretary of the Committee as directed by the Committee will administer the penalty, which includes documentation of the penalty, establishment of the calendar for the penalty term, notification of coaches, team managers or other appropriate individuals of the penalty, notice to the Member when the conditions of the penalty have been satisfied and other appropriate duties. The Discipline Committee and the Board, through its representative on the Discipline Committee, will monitor the penalty. Failure by a Member to honor any penalty or suspension will be punishable up to and including dismissal from the Association.
7. In the event the person(s) membership with the Association is revoked, it will be for a minimum of the remainder of the current season. After the said time limit expires the person(s) may reapply for membership with the Association. Permission to rejoin the Association is subject to the approval of the Board of Directors.
8. Appeal of the Disciplinary Committee Decision: Either the complainant or the accused member can appeal to the Board a Disciplinary Committee decision, whether that decision is to impose discipline or to dismiss the complaint. However, if the Disciplinary Committee chooses to dismiss a complaint, or, alternatively, issues either a warning or a Level 1, 2, or 3 penalty, the appeal to the board is a discretionary appeal (which is to say that the Board can choose to review the matter or choose not to review the matter). However, a Disciplinary Committee decision to impose a Level 4 penalty shall result in an appeal as of right to the Board. If an individual decides to appeal a decision to the Board, the appeal must be made in writing and delivered to the Board President and the Executive Director within 7 days of the challenged decision. The appeal shall state the decision to be challenged and the justifications for reversal. If the Board refuses to hear a discretionary appeal, as described above, it shall notify the appellant in writing as soon as reasonably practicable. If the Board considers an appeal as of right (i.e. of a Level 4), it must issue an opinion in writing either affirming in whole or in part the decision of the Disciplinary Committee, or reversing in whole or in part the decision of the Disciplinary Committee. In the event of an appeal, the Board shall issue its written findings/opinion as soon as practicable under the circumstances.
9. Temporary/Summary Suspension: In the event of a complaint, which, after preliminary investigation by any Board member or member of the Association's staff, appears to have merit and which involves conduct (or the possibility of future conduct) that poses either an imminent risk of harm to others or an imminent risk of harm to the reputational interests of the Association, the Executive Director or the Board of Directors ("Board") (by majority vote of those in attendance) may temporarily suspend an individual's membership in the Association pending the outcome of formal disciplinary proceedings. Such temporary suspension must be communicated in writing. In the event of such a complaint, the Executive Director shall first make reasonable efforts to alert the Board of the situation so that the Board can, if possible, conduct an emergency meeting to vote on whether the accused member should be temporarily suspended. If a quorum of the Board is unable to schedule an emergency meeting on the matter prior to the Board's next scheduled meeting, or if the imminent risk of harm is such that immediate action must be taken to avoid the risk of harm, the Executive Director may (in his or her sole discretion) temporarily suspend the subject member pending the outcome of formal disciplinary proceedings. If the Executive Director temporarily suspends a member without Board approval, he or she shall inform the Board immediately in writing of the suspension and the circumstances justifying the suspension. The Board, if it so chooses, may then overrule the temporary suspension by a majority vote
 - a. If a temporary/summary suspension is imposed, the suspended party must be provided a written notice of their right to request a hearing. If the party requests a hearing in writing within seven days of the notice, they must be provided a hearing pursuant to the provisions of these policies and procedures. In situations where legal proceedings are pending or ongoing, it may be appropriate to allow the suspended party to delay their hearing while legal proceedings are ongoing, in which case the

disciplinary committee may permit the suspended party to request their hearing within seven days of the conclusion of the legal proceedings. A suspended party may request an expedited hearing.

- b. If the Board takes no action to overrule the temporary/summary suspension, then the Executive Director's order of temporary suspension shall remain in effect pending the result of any appeal, which, if requested by the suspended member, shall comply with the following procedures:
 - i. Any appeal must be filed in writing with either the Executive Director or the President of the Board, and it must state with specificity the grounds for appeal.
 - ii. Any notice of appeal must be filed within 7 days of the temporary suspension.
 - iii. The appeal shall be heard by the Board of Directors within 7 days of the temporary/summary suspension, and the Board's decision on the appeal shall be issued within 72 hours of the conclusion of the appeal hearing.
 - iv. The Board shall, in its sole discretion, set the rules of procedure that will govern the appeal hearing, including but not limited to, how many witnesses may be presented, time limits on testimony, and length of argument.
 - v. If an appeal is denied, then the disciplinary process shall commence in the ordinary course through the Disciplinary Committee process as described above. In the event of a temporary suspension and a denied appeal, the Disciplinary Committee process shall begin after the issuance of the Board's decision to deny the appeal.
 - c. In the event that a temporary/summary suspension is not appealed, then the temporary suspension shall remain in effect until the conclusion of the Disciplinary Committee process as described above.
 - d. A meeting and vote by the Board on such a matter described in this paragraph can occur via phone, virtual meeting, email, or text. The Executive Director's notice to the board of a circumstance described in this paragraph may be made via phone, email, text, or a virtual meeting. In the event a member is temporarily suspended for the reasons described in this paragraph, the temporary suspension will not be used as a presumption of guilt in the formal disciplinary proceeding. The accused member shall still be entitled to all rights afforded to him or her per the disciplinary rules and procedures as outlined in these policies and procedures.
10. CAHA Appeals: Any party that is suspended or otherwise disciplined may, after a hearing or failure to have a hearing in accordance with USA Hockey Bylaw 10, appeal that decision to the CAHA Board of Directors. The appealing party must submit a Statement of Appeal within fourteen (14) days of receipt of the decision of the DC to the CAHA President. The Statement of Appeal must be accompanied by all written documentation from the original proceeding. A check or money order in the amount of \$250 shall accompany the appeal. Any check or money order is to be made out to the CAHA. The CAHA Executive Committee will determine whether the appeal will be presented to the Appeal Committee (made up of three disinterested Directors on the CAHA Board) or the full Board and will be responsible for all appeal proceedings and actions. The Appeal Committee shall follow USA Hockey Bylaw 10.E when processing the appeal and render its decision within a reasonable period thereafter in accordance with USA Hockey Bylaw 10.E(2)(d).
11. Duty to Cooperate: Any individual or witness involved in an investigation shall cooperate with the investigation. The duty to cooperate shall include, but not be limited to, answering all questions completely and truthfully. For parents of players, the duty to cooperate shall include permitting the disciplinary committee to interview the player if requested. If a player is interviewed, the parent(s) of the player have a right to be present if they desire as long as they do not interfere with the interview. A failure to cooperate with an investigation shall be deemed a violation of the Code of Conduct and may result in an adverse inference to be drawn against the individual who is not cooperating. Whether or not an individual has cooperated with an investigation shall be determined by the Disciplinary Committee in its sole discretion.

Penalties, Terms and Conditions:

The following penalties can be issued:

- a. Level 1, written warning. Exemplary violations include but are not limited to:
 - i. Using profane and/or vulgar language or mannerisms.
 - ii. Verbal Warning
- b. Level 2, up to five-day suspension. Exemplary violations include but are not limited to:
 - i. Inciting other persons to become involved in any of the above or below listed activities.
 - ii. Pounding or climbing on the glass.
 - iii. Throwing of any object onto the ice surface.
- c. Level 3, up to 30 days suspension. Additional infractions may result in termination of membership. Exemplary violations include but are not limited to:
 - i. Taunting any player, coach, official, corporation or league representative, arena personnel, spectator, or parent.
 - ii. Defacing or damaging property belonging to any individual, team, Corporation, or arena.
 - iii. Going on to the ice surface for any reason, unless directed by coach or other official.
 - iv. Entering the bench area during a game without first being requested to do so by a coach of the team on the bench or for any unreasonable purpose as deemed by the Disciplinary Committee.
 - v. Throwing of any object into the player's area, or at another individual.
 - vi. Any use of hate speech. Hate speech is defined as "any form of expression through which speakers intend to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin."
- d. Level 4 may result in termination of membership, indefinite suspension, or suspension up to 180 days. Exemplary violations include but are not limited to:
 - i. Threatening any player, coach, official, Association or league representative, arena personnel, spectator, or parent.
 - ii. Making physical contact with any player, coach, official, Association or league representative, arena personnel, spectator or parent with the intent to harass, annoy, alarm or intimidate.
 - iii. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena with the intent to harass, annoy, alarm or intimidate.
 - iv. Entering the locker room of any official or obstructing their access or exit from said room or arena with the intent to harass, annoy, alarm or intimidate.
 - v. Being involved with any activity that would warrant the summoning of law enforcement officials.
 - vi. Any finding of false accusations against a player, coach, or official.
 - vii. Any other action reasonably determined to be of a serious nature.
 - viii. Any member receiving a Level 4 penalty must obtain approval from the Disciplinary Committee and Board of Directors before returning to involvement within the Association.
- e. An action that does not rise to a documented time related penalty requires no further action.
 - i. Repeated verbal warnings can lead to an action.
- f. A combination of multiple lower level infractions may result in a higher-level disciplinary action. The Disciplinary Committee retains the right to make this determination.
- g. The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.