



## **Discipline and Appeals Policy and Procedure**

### **1. Purpose**

The purpose of this policy is to set out the necessary procedures in place to properly deal with discipline within the membership, both on the ice and off the ice.

### **2. Scope**

This Policy is applicable to all Members (Parents, Players, Coaches, team volunteers) of the Ottawa Jr. 67's AAA Hockey Club ("The Club").

### **3. References**

HEO Minor Code of Discipline and Rules and Regulations  
HEO Minor Abuse and Harassment Policy  
Ottawa Jr. 67's Complaints Escalation and Resolution Procedure  
Ottawa Jr. 67's Code of Conduct Policy  
Ottawa Jr. 67's Social Media Policy  
Ottawa Jr. 67's use of Phones and PDA Policy  
Bytown Code of Discipline

### **4. Authority**

The Club's President and/or his designate shall have the power to suspend summarily (pending a Hearing) any player, parent, coach, trainer, manager, team official or spectator of any team under the auspices of the Ottawa Jr. 67's AAA Hockey Club for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The President and/or his designate shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Ottawa Jr. 67's AAA Hockey Club for any conduct which, in the sole discretion of the President, is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily (pending a Hearing) the player, parent, coach, team official or the team to which the spectator is attached.



This authority may be delegated to such other Executives and officials as the President may designate.

## **5. One-Ice Discipline**

- a. On-Ice Discipline within the Club follows Hockey Canada rules and the HEO Minor Code of Discipline and Rules and Regulations. The minimum suspensions listed in Hockey Canada rules and HEO Minor Code of Discipline and Rules and Regulations will be applied.
- b. If a member of the Club's Executive feels that the on-ice offence warrants a more stringent suspension, they can request that the VP Operations convene a Discipline Hearing. As a result of that hearing the Discipline Committee can change the suspension to suit. Suspensions can be increased but not decreased without the approval of the HEO Discipline and Appeals Committees.

## **6. Off-Ice Discipline**

- a. Off-Ice Discipline within the Club is handled by the VP Operations or the Director of Risk and Safety.
- b. These issues usually arise when an individual is displaying unacceptable behavior in breach of the Club's Code of Conduct.
- c. An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official) or when their behavior is deemed to be unbecoming or detrimental to the game.
- d. When there is a situation of "unacceptable behavior", the escalation process as set out in the Complaint and Escalation Process Policy should be followed.
- e. Depending on the severity of the infraction, disciplinary action may take the form of:
  - i. A verbal warning and a reminder of the code of conduct.
  - ii. Where verbal warnings are not heeded, or in more serious cases, a more formal written warning will be delivered by VP Operations and the Board of Directors will be informed.
  - iii. Where a verbal and written warnings fail to result in compliance, the VP Operations will convene a Discipline Committee hearing. The offending member will be notified in writing and given an "indefinite" suspension from all minor hockey activities pending the hearing which must be held within a reasonable period of time, such as 2 – 5 days.

Where the VP Operations feels an incident is outside his/her duty of care or beyond his authority to investigate; things such as an incident outside hockey, criminal activities, assault or abuse, he will inform the President and turn over his investigation to the appropriate authority – up to and including the police.



## 7. Discipline Hearings and Appeals

A Disciplinary Hearing must be conducted by a 4 person Committee consisting of a chair person (usually the VP Operations or Director of Risk and Safety) and 3 panelists. The panelists could be from the alleged offender`s association or from a different association or district if needed. However, this committee must be non-biased in order to conduct the hearing fairly (If a member of the Disciplinary committee is too close to the accused or to the incident, he/she must declare a conflict of interest and be removed from the committee for the said hearing).

The Disciplinary Hearing Process is as follows:

- a. All attendees introduce themselves.
- b. The D&A Chair reminds everyone that their comments must be addressed to the Panel and not the other side and that neither side is allowed to interrupt or respond to anything said by the other side.
- c. The reason for the hearing is stated.
- d. The appellants are then asked to present their side of the incident.
- e. The defendants are asked to present their side of the incident.
- f. Each member of the panel is allowed to ask questions of either side.
- g. The appellants are given a second chance to present any information they forgot to mention the first time (the D&A Chair will not allow them to repeat themselves from the first time).
- h. The accused is given a second chance to present any information they forgot to mention the first time (the D&A Chair will not allow them to repeat themselves from the first time).
- i. The panel gets another round of questions of either side.
- j. The D&A Chair reminds the accused of how to get the decision the next day and reminds them of the appeal process.
- k. The D&A Chair dismisses the hearing.

At no time shall the committee provide an opinion during the hearing. After the defendant has left, the Disciplinary panel discusses the evidence and the panelists vote on what, if any disciplinary action is to be handed out in the form of a suspension for a specific period of time or games. The Chair documents the decision and sends notification of the hearing results to the defendant using email, fax or registered letter. This notice must reiterate that the accused has the right to appeal the decision to the District within 72 hours of receiving notice and should identify the email address for the District Chair and District Director, Risk & Safety. The District Chair and District Director, Risk & Safety should be notified of the outcome of the hearing by email.



If the defendant chooses to appeal the decision to the District, the cost of a District hearing is \$150. A cheque for this amount must be provided before the appeal will be heard.

If the defendant fails to attend the hearing without a valid reason, the hearing can still proceed based on only the plaintiff's evidence.