



**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:
1. Violations to the CHBAMHA Code of Conduct, the UCCMS, or violations to codes of conduct as defined by Hockey Nova Scotia and Hockey Canada;
 2. 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 (<https://novascotia.ca/coms/department/contact/ChildWelfareServices.html#5>)

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 could also occur in conjunction with Hockey Nova Scotia's Code of Conduct.

Should you have any questions about the Discipline Policy please contact the CHBAMHA Risk Manager riskmanagement@chbawings.org.