



## DISCIPLINE GUIDELINES

### Objective:

To deal with actions in violation of the governing rules, regulations, policies and procedures of the applicable governing bodies, such as the NBMHA, NOHA, OHF, HC, etc., as well as behavior that reflects poorly on any member are grounds for disciplinary action. A wide range of disciplinary actions or sanctions are available to the Disciplinary Board. These include, but are not limited to, verbal reprimands, written reprimands, game suspensions, and season suspensions and in extreme cases, disbarment from the NBMHA.

### Applicability:

This policy applies to all NBMHA members.

### Process:

All disciplinary actions must be initiated by a formal complaint submitted in writing on the NBMHA Complaint Form, to a board member. The board will then forward the complaint to the disciplinary committee chair. The chair will then present the complaint to the board and the board will decide if the complaint will be heard by the discipline committee. Prior to the hearing, the disciplinary chair may try to resolve the conflict and absolve the complaint by mutually agreeable terms between the parties. If it will not be heard by the committee, the chair will notify the complainant.

### Role of the Disciplinary Committee Chairman

1. The Disciplinary Committee will be chaired by the President and shall consist minimally of the Head Coach, the Head Convener and the Chair of the Discipline Committee. The committee can appoint 3 to 5 people to sit as committee members. Committee members must be "reasonably independent and objective" persons. Avoid conflict of interest as much as possible and the appearance of conflict of interest. Do not appoint relatives or close friends of any of the parties. Also, do not put "related" people on the panel - so no husband/wife combinations, or father/son, etc. Names of panel members must be provided to parties along with notice of hearing.
2. Make sure all parties have copies of any documents at least 7 days prior to the hearing - for example, the formal complaint, copies of the game sheet and any incident reports or letters, etc. These should be provided in advance of the hearing.
3. Provide at least 7 days written notice of a hearing. If parties wish to waive this requirement, it must be in writing.
4. Parties must be advised of the grounds for the proposed discipline and of the possible consequences of an adverse finding.
5. Contact all parties to set time/date/place of hearing. Confirm in writing.
6. Advise all parties of committee - to give them the opportunity to object for conflict of interest only.
7. Advise all parties of procedures to be followed at the hearing. Chair can control time. Hearing panel members may ask questions. Parties will be excused and hearing panel members will discuss/decide.
8. Have everyone present at the hearing sign in (see attached sign in form).



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9. Conduct Hearing - Introduce all parties. Chair controls hearing - does not vote. Follow procedures as decided ahead of time. The chair may decide to have the parties attend together or separately. Witnesses and/or children may be interviewed beforehand to obtain pertinent information, although their names can be protected from the hearing.
10. Parties must have a reasonable opportunity to hear the case against them and to present their own case.
11. At the conclusion of the hearing, the parties and any witnesses should be excused. The Hearing Panel should deliberate and come to a conclusion. It is best to put that decision in writing immediately.
12. A decision must be announced within 5 days of the hearing.
13. A written decision (email, fax or letter) must be delivered to the parties within 10 days. The decision notice must include notice of the right to appeal the decision to the NOHA.

Please use all the forms provided by the NBMHA Discipline Committee.



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### NOTICE OF HEARING

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: Contact #: \_\_\_\_\_

RE: \_\_\_\_\_

This is your Notice of Hearing to determine whether you will be disciplined as a result of violations of \_\_\_\_\_ . Which occurred on \_\_\_\_\_ (date) at \_\_\_\_\_ (place). The Hearing is scheduled to take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (location.)

IF THE COMMITTEE FINDS THAT A VIOLATION HAS OCCURRED, YOU MAY BE DISCIPLINED AT THE DISCRETION OF THE WFMHA BOARD, CONSIDERING THE COMMITTEE RECOMMENDATIONS. EACH PERSON RECEIVING THIS NOTICE IS REQUIRED TO ATTEND THIS HEARING.

Failure to attend this hearing may result in disciplinary action being taken without your being present.



## DISCIPLINE GUIDELINES

### DISCIPLINARY HEARING REPORT

Date of report:

Date of hearing:

Date of incident:

Nature of incident:

Name of person who is subject of hearing:

Address of person:

Phone number:

Status of person: (player, coach, parent etc.)

Team and program or league affiliation:

Hearing Panel members: Chairman:

Member:

Member:

Member:

Member:

Member:

State the issue to be decided by the Panel:

State the facts as decided by the panel:

State the Conclusion/Decision/Penalty decided by the panel:



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### NOTICE OF DISCIPLINARY ACTION AND RIGHT TO APPEAL

TO: (name of person who was subject of hearing)  
(address of person who was subject of hearing)

FROM: NBMHA

Chair of Committee: (name):

RE: Hearing conducted on \_\_\_\_\_ at \_\_\_\_\_  
(date) (place)

Dear (name of person who was subject of hearing): \_\_\_\_\_

Pursuant to NOHA and NBMHA Hockey Bylaws, Rules and Regulations, a hearing was conducted at the above noted date and place. The findings of the committee are attached.

You have the right to appeal this decision in writing. The form that may be used to request an appeal is enclosed with this letter. Please be advised that in the case of a suspension of an individual or team, said individual or team is suspended from all hockey activities. Any program or coach who knowingly allows a suspended individual to participate during this suspension period will face disciplinary actions.



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### REQUEST FOR APPEAL FORM

Note that all requests for appeal must be in writing and received by the NBMHA Discipline Committee Chair within 10 days of the date of the decision of the Hearing Panel.

1. Name of person requesting appeal: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Date of original hearing: \_\_\_\_\_

3. Date of receipt of Hearing Panel decision: \_\_\_\_\_

4. Basis of appeal: State why the disciplinary action should be overruled or reversed. Attach additional pages as needed.

(Signature of appealing party)

(date)

PLEASE ATTACH A COPY OF THE WRITTEN DECISION YOU ARE APPEALING.