

# RMHA DISCIPLINE AND APPEALS PROCEDURES

An Annex to RMHA Policy, Procedures, Rules and Regulations

*September 2013*



## Policy

The RMHA shall have the necessary procedures in place to properly deal with discipline within the membership, both on the ice and off the ice.

## Discipline

One-Ice Discipline within the RMHA follows Hockey Canada rules, the ODMHA Code of Discipline and the required GHA Rules and Regulations. Application of these regulations can result in three scenarios:

- a. Game Specified Suspensions. An on-ice infraction results in an automatic game or games as indicated in Hockey Canada rules, the ODMHA Code of Discipline and the required GHA Rules and Regulations. These suspensions are automatic. Once the game sheet is entered in the GHA database an email is automatically generated to let the RMHA know about the suspension.
- b. Time Specified Suspension. An on-ice infraction results in an automatic hearing as indicated in Hockey Canada rules, the ODMHA Code of Discipline and the required GHA Rules and Regulations. These suspensions are also automatic. Once the game initiated by a notification inn player/coach
- c. Both Time Specified and Game Specified. Sometimes an infraction will carry both suspensions. Such an infraction results in automatic game or games and an automatic hearing as indicated in Hockey Canada rules, the ODMHA Code of Discipline and the required GHA Rules and Regulations. Meaningful games missed during a time specified suspension (any missed prior to a hearing) will count as part of the games specified suspension.

The minimum suspensions listed in in Hockey Canada rules, the ODMHA Code of Discipline and the required GHA Rules and Regulations will be applied. If a member of the RMHA Discipline Committee feels that the offence warrants a more stringent suspension, they can request that the Director Discipline, Risk and Safety 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 GHA and ODMHA Discipline and Appeals Committees. As a matter of course the RMHA will not increase or augment those suspensions and sanctions already automatically incurred under these higher authorities. However where required the coach/player will be suspended by the Director Discipline, Risk and Safety pending



an RMHA hearing. The Director Discipline, Risk and Safety will commence an investigation, gathering the required facts, statements, and timesheets to present to Discipline Committee.

Should an incident be unclear, egregious, or repetitive, a coach via the Director of House or Director of Competitive can request that the Director Discipline, Risk and Safety convene a discipline hearing to clarify the issue. Where required the coach/player will be suspended by the Director Discipline, Risk and Safety pending an RMHA hearing. The Director Discipline, Risk and Safety will commence an investigation, gathering the required facts, statements, and timesheets to present at the discipline committee hearing.

Off-Ice Discipline within the RMHA is handled by the Director of Discipline, Risk and Safety. These issues are normally initiated by the RMHA complaints procedures. In most cases a subtle or in some cases a not-so subtle verbal warning and a reminder of the rules is sufficient to correct most issues. Where verbal warnings are not heeded, or in more serious cases, a more formal written warning will be delivered by the Director of Discipline Risk and Safety and the Board of Directors will be informed. Where subtle and/or formal warnings fail to result in compliance the Director Discipline, Risk and Safety will convene a Discipline Committee hearing. Where this happens the member will be given an email or letter indicating a time specified suspension pending an RMHA hearing. The Director Discipline, Risk and Safety will commence an investigation, gathering the required facts, statements, and timesheets to present at discipline committee hearing.

Where the Director of Discipline Risk and Safety feels an incident is outside his 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.

## **Discipline & Appeals Committee**

The RMHA Discipline Committee shall consist of the at least 3 directors from the RMHA Board of Directors. A discipline committee hearing shall have a minimum of one chair and two members. The Appeals Committee hearing shall be chaired by the RMHA President and shall have at least two addition Directors that were not part of the discipline committee hearing. The composition and alternates for both the Discipline and Appeals Committees is shown below in Figure 1 - Discipline and Appeals Committees



<b>Discipline Committee Members</b>	<b>Primary</b>	<b>Alternate</b>
Chair Discipline Committee	Director Discipline Risk and Safety	GHA Convenor
Discipline Committee Member	Director House or Director Competitive (depends upon player's level)	Director IP
Discipline Committee Member	GHA Convenor	
<b>Appeals Committee Members</b>	<b>Primary</b>	<b>Alternate</b>
Chair Appeals Committee	RMHA President	Director House or Director Competitive (whomever did not attend the discipline hearing)
Members (2)	Any two directors that did not attend the discipline hearing	

Figure 1 - Discipline and Appeals Committees

### Discipline Hearing

The Discipline hearing shall be chaired by the Director of Discipline, Risk & Safety and include the Director of House or the Director of Competitive and GHA Conveyer. The Discipline Committee shall have the powers to suspend or discipline any coach, trainer, manager, player, parent/guardian or other official under the jurisdiction of the RMHA. The Discipline Committee may suspend or expel any team member, parent/guardian refusing to accept or action the ruling.

The Disciplinary Committee may suspend or expel a team or player under the jurisdiction of the RMHA for notorious or continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice or in the rink where a hockey match is being played, or at any meeting or gathering in the interests of the game, for negligence to pay assessments or for any persistent infringement of the laws of the game or the Rules of the RMHA, League affiliated with or the ODMHA.

Any facts, statements, and timesheets presented at discipline committee hearing shall be kept on file by the Director of Discipline, Risk and Safety for the remainder of the playing season except in those cases where a suspension is carried over to the next season where they will be kept until the end of the suspension where upon all documents will be destroyed.

### Appeals

Where a player, coach, trainer, manager or other member or official under the jurisdiction of the RMHA is affected by a suspension decision of the Disciplinary Committee relative to discipline, a letter of appeal may be written to the President of the RMHA within 48 hours of receiving the suspension for the Disciplinary Committee. The cost of an appeal is \$75 payable to the RMHA. The President and the Appeals Committee shall, within 7 days, hear the appeal and finally determine the matter in



dispute. The appellant, if not satisfied with the decision of the Board, will then follow the appeal process of the higher governing body.

The Appeals Committee may re-admit or reduce the suspension of any official, team, RMHA member or parent/guardian given by the RMHA Discipline Committee only. Suspensions handed down from higher governing bodies must be appealed to those bodies own appeals procedures.

Any facts, statements, and timesheets presented at an appeals committee hearing shall be kept on file by the Director of Discipline, Risk and Safety for the remainder of the playing season except in those cases where a suspension is carried over to the next season where they will be kept until the end of the suspension where upon all documents will be destroyed.

## **Procedures**

### **Disciplinary Committee Hearing**

During the season the Disciplinary Committees shall be available to meet every Wednesday at 1900 at the arena to conduct hearings when required. A disciplinary committee hearing is normally conducted in the following manner:

- a. Notice will be given to the member/player stating that they are under a time specified suspension pending a disciplinary committee hearing at least 24 hours prior to the hearing.
- b. The member/player is invited to attend the hearing to give their side of the issue.
  - i. Players are encouraged to bring a parent or coach.
  - ii. Members/players are not required to attend and a hearing can and will take place in their absence.
- c. The proceedings for hearings are relatively informal.
  - i. The hearing will start no later than five minutes after the designated starting time and place
  - ii. The facts of the incident are presented by the Chair.
  - iii. Additional information is provided by those present, including the member/player.
  - iv. Questions are asked by each Committee member in turn.
  - v. The member/player is asked to make a statement if they choose.
  - vi. The member/player is asked to leave.



- vii. The committee will then deliberate and decide what to do.
- viii. The committed decision will be recorded in a letter to the member/player that is copied to the Board of Directors and the GHA.

If there are gaps in the information or the committee is still unclear about what has transpired, the committee can suspend the hearing and investigate further before recalling the hearing.

### Appeals Committee Hearing

- a. During the season the Appeals Committee shall be available to conduct hearings when required. An Appeals committee hearing is normally conducted in the following manner:
- b. Upon receipt of a letter of appeal and the \$75 fee, the Appeals Committee Chair will convene an Appeals Committee.
- c. Notice will be given to the member/player stating that their appeal will be heard at least 24 hours prior to the hearing.
  - i. The member/player is required to attend the appeal to give their side of the issue.
  - ii. At least one member of the disciplinary hearing, normally the chair is required to attend to appeal to give the disciplinary hearings finds and information.
  - iii. Players are encouraged to bring a parent or coach.
  - iv. A hearing will not occur and the appeal will be denied if the member/player is absent.
- d. The proceedings for hearings are relatively informal.
  - i. The hearing will start no later than five minutes after the designated starting time and place
  - ii. The facts of the incident and findings of the discipline committee hearing are reviewed by the appeals committee.
  - iii. Additional information is provided by those present, including the member/player.
  - iv. Questions are asked by each Committee member in turn.
  - v. The member/player is asked to make a statement if they choose.
  - vi. The member/player is asked to leave.
  - vii. The committee will then deliberate and decide what to do.
  - viii. The committed decision will be recorded in a letter to the member/player that is copied to the Board of Directors and the GHA.



If there are gaps in the information or the committee is still unclear about what has transpired, the committee can suspend the hearing and investigate further before recalling the hearing.