



PLMHA DISCIPLINE POLICY

Members and participants are expected to adhere to the PLMHA constitution, by-laws, code of conduct, policies, procedures, rules and regulations governing all PLMHA hockey activities and events as well as rules and regulations governing any competitions in which any member of the PLMHA participates.

The PLMHA Code of Conduct, Constitution and By-Laws and Regulations identify the standard of conduct which is expected of members and other persons involved in PLMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified in this policy.

PLMHA recognizes the sensitive and serious nature of complaints and discipline and will attempt to keep all matters related, confidential except when it is necessary to deal effectively with the complaint or if disclosure is otherwise required by law.

Purpose

This policy applies to all categories of members of the PLMHA, as well as to individuals participating in activities with the PLMHA including but not limited to players, parents/guardians/family members, coaches, officials, volunteers, directors, officers, committee members, team managers and trainers.

This policy applies to discipline matters which may arise during the course of PLMHA business, activities and events including but not limited to competitions (including exhibition games), practices, clinics, meetings and travel associated with these activities.

Types of Infractions

Under this policy there shall be three (3) types of infractions which may warrant discipline:

1. **On- ice infractions** – violations in accordance with the Code of Discipline of HEO which shall result in automatic sanctions contained therein and administered by District 4 or District 1.
2. **Minor infractions** – infractions under the PLMHA Code of Conduct, Constitution, By-Laws, Regulations, Policies and Procedures which are not severe, but which may warrant immediate corrective action as specified in this policy.
3. **Major infractions** – infractions under the PLMHA Code of Conduct, Constitution, By-Laws, Regulations, Policies and Procedures which are more severe and may warrant disciplinary action as specified in this policy.

Discipline Procedures

1. On-ice Infractions

- a. On ice infractions shall result in automatic sanctions as indicated in the HEO Code of Discipline.

- b. Appeal of on ice infractions shall be conducted in accordance with the HEO Code of Discipline.

2. Minor Infractions

- a. Disciplinary situations involving minor infractions occurring within the jurisdiction of the PLMHA will be dealt with by the appropriate person having authority over the situation and the individual involved. This person may include but is not restricted to, Board of Directors member, committee member and or coach.
- b. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- c. In the case where minor infractions are committed by minors, parents/guardians must be informed in writing of the infraction and resulting sanction. This may be provided by the appropriate Board of Directors member (President, Division Convenor or Risk and Safety Coordinator).

Examples of minor infractions include:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, spectators and sponsors.
- Unsportsmanlike conduct such as angry outbursts or arguing.
- Ignores team rules regarding practices, games and dressing room code of conduct.
- A single incident of being late for or absent from PLMHA events and activities (without prior notification) at which attendance was expected or required.
- Non-compliance with rules and regulations under which PLMHA events are carried out.
- Pranks resulting in minor property damage.
- Any other incident which is considered non-serious.

Sanctions for Minor Infractions

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- Verbal reprimand
- Written reprimand to be sent to individual
- Verbal apology by the individual
- Written apology by the individual
- A fine
- In the case of a player, sitting of a shift during a game
- Suspension from play of no more than 1 game
- Other sanctions as may be considered appropriate for the offence
- If an infraction warrants a suspension from play of more than 1 game, the infraction should be upgraded to a Major Infraction and be reviewed by the Discipline & Appeals Committee

3. Major Infractions

- a. Any member of the PLMHA may report to a PLMHA Board of Directors Member a major infraction via the PLMHA Complaint Form.
- b. Details of the major infraction are to be recorded on the PLMHA Complaint Form by PLMHA member and forwarded to the PLMHA Risk and Safety Coordinator.
- c. The PLMHA Risk and Safety Coordinator shall determine if the incident is to be dealt with as, No Infraction, Minor Infraction or Major Infraction.
- d. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible, but no later than 7 days from date of receipt of the Complaint Form. The alleged offender is also to be advised of this policy and the procedures outlined.

Examples of Major Infractions include:

- Contravention of the PLMHA constitution, By-Laws, code of conduct, policies, procedures, rules and regulations governing all PLMHA hockey activities and events as well as rules and regulations governing any competitions in which any member of the PLMHA participates
- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards other including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, spectators and sponsors.
- Repeated violation of team rules regarding practice, games and dressing room code of conduct.
- Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- Repeated incidents of being late for or absent from PLMHA events and activities (without prior notification) at which attendance is expected or required.
- Activities of behaviour which interfere with the organization of a competition or with any player's or team's preparation for a competition.
- Pranks, jokes or other activities which endanger the safety of others or resulting in property damage.
- Deliberate disregard for the rules and regulations under which PLMHA events are conducted.
- The use of alcohol which impairs the individual's ability to speak, walk or drive, causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
- Use of alcohol by minors.
- Use of illicit drugs

Sanctions for Major Infractions

The Discipline & Appeals Committee may apply the following disciplinary sanctions singly or in combination for major infractions:

- Written reprimand to be placed in the individuals file.
- Verbal or written apology by the individual.

- Suspension from certain PLMHA events which may include suspension from the current game of competition or from future competitions.
- Payment of a financial fine in an amount to be determined by the Discipline & Appeals Committee.
- Suspension from certain PLMHA activities (e.g. competing, coaching or officiating) for designated period of time.
- Suspension from all PLMHA activities for designated period of time.
- Expulsion from PLMHA.
- Other sanctions as may be considered appropriate for the offence

Unless the Discipline & Appeals Committee decides otherwise, any disciplinary sanctions shall commence immediately.

In applying sanctions, the Discipline & Appeals Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the offence.
- Whether the incident is a first offence or has occurred repeatedly.
- The individual's acknowledgement of responsibility.
- The individual's extent of remorse.
- The age, maturity or experience of the individual.

Notwithstanding the procedures set out in this Policy, any member or participant of the PLMHA who is convicted of a criminal offence involving sexual exploitation, inviting to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the PLMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court and may face further disciplinary action by the PLMHA in accordance with this Policy.

Complaint Resolution

Upon receipt of the PLMHA Complaint Form by the Risk and Safety Coordinator about a player, team official or parent/guardian/family member who breaches the Code of Conduct or exhibits any of the behaviours listed in applicable PLMHA policies or procedures, the following steps and actions will be followed:

1. Complaints, risk and safety violations or contraventions to the PLMHA Constitution, By-Laws and Regulations must be submitted to the PLMHA President, Division Convenor or the Risk and Safety Coordinator.
2. Every attempt will be made to have complaints reviewed and acknowledged within 72 hours of receipt by the PLMHA Risk and Safety Coordinator at which time the President will be notified.
3. The PLMHA Risk and Safety Coordinator or delegate will review the complaint and complete any necessary due diligence.
4. Once reviewed the Risk and Safety Coordinator has the following options:

- a. **Minor Infraction:** The Risk and Safety Coordinator will determine recommended sanction as per this policy. The recommended sanction will then be discussed with the PLMHA President and Division Convenor. The resolution will be kept on file for two (2) years.
- b. **Major Infraction:** If the Risk and Safety Coordinator's finding indicate a hearing is required, the complaint will be forwarded to the PLMHA Discipline & Appeals Committee.

PLMHA Discipline Committee

1. Members of the PLMHA Discipline & Appeals Committee are outlined in the PLMHA Constitution.
2. The PLMHA Discipline & Appeals Committee will meet in a timely manner while taking into account the availability of members.
3. Any complaint and/or action that is directed to the PLMHA Discipline & Appeals Committee shall take the following actions:
 - a. Complete a full investigation of complaint and/or issue
 - b. Review all statements, written (electronic) documents, photographs or videos
 - c. Interview complainant, witnesses, and hold a meeting with both sides when warranted. If possible, have both parties meet to find a resolution.
 - d. Formalize a final ruling and any actions required.

Final Outcome

1. The Risk and Safety Coordinator will submit a response in writing to the individual who submitted the complaint that outlines actions taken by the Discipline & Appeals Committee.
2. If a suspension is warranted, the decision will be communicated in writing to the respondent (if the respondent is a minor, then the parents/guardians will be notified).
3. All rulings will entitle the respondent(s) to challenge the ruling to District 4. Any appeals will need to be indicated in writing and submitted with a fee for the appeal process.