

**West Carleton  
Minor Hockey Association**

**Discipline Guide**

*[www.wcmha.ca](http://www.wcmha.ca)*

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## **Discipline Committee**

- (a) The disciplinary committee shall consist of the Level Coordinator, an appointed Ombudsman and the Risk & Safety Manager. The committee hearing will be facilitated by the Risk & Safety Manager they shall act as Chairperson.
  - a. WCMHA Board of Director members with no conflict may also be included.
- (b) The Risk & Safety Manager will decide if a hearing is warranted based on the facts presented.
- (c) The Discipline Committee shall call a meeting within five (5) days of the notification of a discipline problem from the Risk & Safety Manager.
- (d) The Discipline Committee shall deliver its decision, to the appropriate parties, within two (2) days of the hearing.

## **Discipline Procedure**

- (a) Discipline can be applied by any team official in conjunction with the coach; however any suspension of more than one ice time must be applied by the Discipline Committee.
- (b) A disciplinary committee hearing will only be utilized on serious or re-offending situations and is meant to ensure a positive environment is continued and the code of conduct is adhered to.
- (c) All incidents reported to the Association shall be forwarded to the Risk & Safety Manager with all particulars included. The Association will ensure the incident is investigated by a member of the Board of Directors. Any serious incident shall be investigated and overseen by the Risk & Safety Manager. A record of the incident shall be completed. All attempts shall be made to resolve the issue. Depending on the severity of the incident, a disciplinary committee hearing maybe initiated.
- (d) All infractions during a game or when players are under the direct control of a Branch Certified Referee will be dealt with per Hockey Canada Rules, or the applicable sections of Branch, League or Association Rules, Procedures and/or guidelines.
- (e) The Committee will review the incident and interview people if deemed necessary.
- (f) The Chairman will communicate all actions taken by the Discipline Committee, to those involved within forty-eight (48) hours.
- (g) The Secretary of the Association shall be present at each meeting to record and file the minutes.

- (h) All written records other than the final decision of the Discipline Committee shall be held in confidence on file and may be reviewed by the Discipline Committee or the person the discipline applies to, in order to protect the people involved.
- (i) Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

## **Recommended Discipline Guide**

It should be noted that the best discipline can be achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

Each offense shall be dealt with on an individual basis and if necessary all suspensions will be carried over from one season to the next as a member in good standing of the WCMHA.

### **First Level Offense:**

- a) Horseplay
- b) Refusing to participate
- c) Lateness or unexcused absence (it is not mandatory for house players to attend every practice)
- d) Messing up the dressing room
- e) Swearing
- f) Other minor transgressions

For the first level offenses, it is expected that the Team Officials will deal with their players using the theory of progressive discipline as a guiding principle.

- ◆ First offense - one period
- ◆ Second offense - two periods
- ◆ Third offense - game

### **Second Level Offense:**

- (a) Fighting (off ice, practices, dressing rooms)
- (b) Insubordination to Coaching Staff
- (c) Harassment of Arena Staff
- (d) Hindering others from participating

(e) Harassment of others

(f) Other major transgressions

- ◆ First offense: Dismissal from ice and minimum suspension of the next three (3) ice times.
- ◆ Second offense: Dismissal from ice and a minimum two (2) week suspension.
- ◆ Third offense: Dismissal from ice and a minimum one (1) month suspension.
- ◆ Fourth offense: Dismissal from ice and a minimum four (4) month suspension.

### **Third Level Offense:**

#### A.) Drugs/Alcohol:

Any player found with drugs and/or alcohol on his/her possession or any player under the influence of a drug or alcohol while participating in a WCMHA sponsored event will be suspended from further play and practice as follows:

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a one (1) year suspension.*

#### B.) Theft:

Any player proven to have engaged in thievery while participating in an WCMHA sponsored activity will be suspended as follows:

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a one (1) year suspension.*

Before reinstatement the player must reimburse the owner the cost of the stolen item(s) and offer a personal apology.

#### C.) Vandalism:

Other illegal transgressions.

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a suspension for the remainder of the season.*

The cost of any damages done by Coaches, Team Officials, Players or Parents shall be recovered from those involved. Any amounts outstanding by a Coach, Team Official, Player or Parent may result in not being accepted as a member the following season.

# Appendix A – Policy 219

## WEST CARLETON MINOR HOCKEY ASSOCIATION POLICY AND PROCEDURE MANUAL

Subject: Disciplinary Committee Procedures

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Policy: All members, parents, guardians and team officials of the West Carleton Minor Hockey Association, which includes invitees and spectators, shall abide by the “Code of Conduct” set out by the Association. Failure to do so may result in disciplinary action and measures being imposed by a disciplinary committee including suspension and/or expulsion.

Procedure:

- 1) The disciplinary committee shall consist of the Level Coordinator, an appointed Ombudsman and the Risk & Safety Manager. The committee hearing will be facilitated by the Risk Manager and he shall act as Chairperson.
- 2) A disciplinary committee hearing will only be utilized on serious or re-offending situations and is meant to ensure a positive environment is continued and the code of conduct is adhered to.
- 3) All incidents reported to the Association shall be forwarded to the Risk & Safety Manager with all particulars included. That Association will ensure the incident is investigated by a member of the Board of Directors. Any serious incident shall be investigated and overseen by the Risk & Safety Manager. A record of the incident shall be completed. All attempts shall be made to resolve the issue. Depending on the severity of the incident, a disciplinary committee hearing maybe initiated.
- 4) The Risk & Safety Manager and an appointed Ombudsman will decide if a hearing is warranted based on the facts presented.
- 5) Any player, parent, guardian or team official whom has been found to have violated a breach of conduct by the disciplinary committee shall be subject to suspension and/or expulsion from any Association events, games, practices or functions.
- 6) The disciplinary hearing committee’s ruling will be followed by the offender and all decisions are final.
- 7) Any person wanting to appeal the decision shall do so in writing to the President of the Association, within 7 days of the disciplinary action.

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Approved By: WCMHA B.O.D.  
Andy Tait  
President

# Appendix B – Incident Report Form

**SUBMIT COMPLETED FORM TO:  
Risk & Safety Manager**

This form is to be utilized by anyone in the West Carleton Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## **Incident Details:**

Date and Time of Incident:

\_\_\_\_\_

Individual(s) charged with an infraction:

\_\_\_\_\_

Associated with (Team Name):

\_\_\_\_\_

Name(s) of additional witnesses:

\_\_\_\_\_

**On a separate attachment, please attach a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.**

A WCMHA official will investigate your report. We will contact complainants at some point during or after the investigation. Resolution typically takes 1 to 2 weeks from receipt of your report.

Please summarize your expectation of the outcome resulting from your report:

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**If additional space is required, please use reverse side or attach separately.**