



# Southwest Hockey Association, Inc Parent Code of Conduct and Review Procedures

(Revised Aug 2004)

## SOUTHWEST IS A ZERO TOLERANCE ORGANIZATION

### **1.0 Parents**

Parental support is critical to the success of our children. The majority of parents whose children participate at Southwest are well behaved. The Southwest Hockey Association, Inc. (SHA) Board of Directors (BOD) wishes to thank all those parents for their excellent behavior and to enlist support in administering these guidelines.

Unfortunately some parents believe they have a role that is often greater than their knowledge and understanding of the game. While parents do play a major role in supporting the children who are actually playing, some believe that part of that role includes disputing an official's call or helping coach their team from the bleachers. Sarcasm, negative remarks and unsolicited advice have never helped a child enjoy his or her sporting experience.

Just like at home when your child falls, it is sometimes better to let your child pick her/himself up rather than always stepping in to do that for them. Unfortunately, as hard as we all try, not all situations in hockey are fair. Show your confidence in your child by letting him/her face a problem, deal with it and then move on, just as we do as adults. Remember that Southwest is about organized hockey for kids only.

### **2.0 Preamble**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." (Arizona Sports Summit Accord)

### **3.0 Code of Conduct**

At registration or before the season begins, parents must sign the SHA Code of Conduct form that the association will enforce. The code is as follows:

1. I will encourage and demand that my son/daughter treat other players, coaches, officials, and spectators with respect regardless of race, color, creed, sex, or ability and will treat all players,

coaches, other parents, and officials with dignity and respect in language, attitude, behavior and mannerisms.

2. I will encourage good sportsmanship through my actions, by demonstrating positive support for all players, coaches, and officers at every game or practice.
3. I will, at all times, refrain from using profanity and discourage its use by team members, parents, and spectators.
4. I will refrain from coaching my child or other players during games and practices unless I am a registered coach.
5. I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
6. I will teach my son/daughter to play by the rules and resolve conflicts without resorting to hostility or violence.
7. I will provide support for coaches and officials working with the athletes to provide a positive experience for all.
8. I will demand a drug, alcohol, and tobacco-free environment for my athlete, and agree to assist by refraining from their use at Southwest Hockey Association events.
9. I will hold any discussion of disagreement with the coach first, in an appropriate manner, out of the presence of players, parents, or spectator.
10. I will respect the property and equipment used at Eagle's Nest Ice Arena and at rinks where Southwest Hockey Association teams play their games.
11. I will remember the game is for the athletes and not for the parents.
12. I will learn the rules of the game and the policies of USA Hockey.
13. I agree that if I fail to abide by these rules and guidelines, I may be subject to disciplinary action.
14. I agree to support and promote the philosophy of SHA: teamwork, effort skill, development, character, sportsmanship, safe environment, humble and thankful in participation.

Failure to abide by these rules and guidelines could result in any of the follow disciplinary actions:

- a. Verbal warning
- b. Written warning
- c. Parental game suspension
- d. Parental season suspension
- e. Parental disbarment

- f. Player removal
- g. Player suspension

These actions may not necessarily be taken in an escalated manner, and SHA reserves the right to select and apply any penalty dependant on the situation and the recommendation of the Parent Review Committee (PRC), as outlined in Section 5.0 of the Parent Code of Conduct guidelines.

#### **4.0 Reporting Allegations of Parent/player Misconduct**

The purpose of this section is to outline the procedures for anyone, coach, parent, spectator, to report any conduct that may be prohibited under the Code of Conduct guidelines outlined in Section 3.0 above. Anyone who wishes to report an allegation should not feel or believe that there will be retribution directed at them or their child because of their desire to report inappropriate conduct. Southwest will fully review and/or investigate all allegations of parent/player/coach misconduct it believes potentially violates the misconduct guidelines in Section 3.0.

##### **4.1 Individuals to whom allegations should be reported**

If you believe that certain conduct, observed during any SHA game or practice, violates or borders on violation of the SHA code of conduct requirements, please be prepared to submit the allegation to any of the following individuals:

- a. Team Manager of that level, e.g. Squirt A, Peewee C.
- b. Age Level Director, who is on the Board of Directors
- c. Any member of the SHA Board of Directors.

##### **4.2 Elements of misconduct allegations and Confidentiality Provisions**

Allegations of misconduct, reported to individuals outlined in section 4.1 above, at a minimum, should include the following information:

- a. When (date, approximate time), did the incident/action occur?
- b. Where the incident/action was observed?
- c. What happened? A detailed description of what was heard or observed by the reporter.
- d. Any possible witnesses to the incident.
- e. Why you believe this incident/event occurred.
- f. Contact information so that the recipient of the allegation has the appropriate information to provide follow up communication.

The reporter may use any written means necessary, e-mail, regular mail, etc., to report an incident.

**Confidential reports.** It is not the policy of the board that to accept confidential reports. Although confidentiality may be requested, the Board cannot guarantee 100% confidentiality.

In the event that disciplinary actions result from the allegation, the individual against whom the allegation is made may request identification of the reporter.

#### **4.3 Timelines for reporting, investigating and resolving misconduct allegations.**

So that all misconduct allegations are received resolved in a timely manner, especially those that could potentially result in suspension or disbarment, the following timetable is recommended by the SHA Board of Directors and individuals charged with resolving the misconduct allegations.

- a. Within 3 calendar days of witnessing an incident/event s/he believes constitutes misconduct, the incident should be referred to any of the individuals outlined in Section 4.1
- b. Within 3 calendar days of receiving a complaint, the recipient of the allegation shall determine if the allegation constitutes misconduct, based on the guidelines outlined in Section 3.0. The recipient shall via email or postal service, acknowledge receipt of the complaint within 2 calendar days.
- c. The recipient of the allegation, if not the Age Level Director (ALD), shall refer the complaint to the ALD within 2 calendar days of receiving the complaint.
- d. With 14 calendar day of receiving the complaint via c. above, the ALD shall conduct an investigation to determine if the allegation is substantiated.
- e. If the allegation is substantiated, the ALD shall, within 5 calendar days, select a "Parent Review Committee" who will serve as the judicial panel to determine the appropriate level of disciplinary necessary to close the complaint.
- f. The Parent Review Committee shall, in 7 calendar days and in concert with the ALD, notify the parent/coach/player, who is alleged to have violated the code of conduct, and schedule a pre-disciplinary hearing. During the hearing, the parent/coach/player may bring any witness they deem necessary to present information on their behalf.
- g. Within 2 calendar days of the completing the hearing, the Parent Review Committee shall submit the recommended disciplinary action to the ALD for approval at the next Board meeting.
- h. The BOD shall send official notice the parent/coach/player summarizing the outcome of the investigation and judicial review and notifying the parent/player of the discipline that has been determined.

#### **4.4 (open)**

### **5.0 Parent Review Committee (PRC)**

The Board of Directors of SHA strongly believes that the best manner to resolve parent/player misconduct is to encourage the parent members to serve as members of the PRC to oversee the disciplinary action proceedings against parents/players when misconduct occurs.

#### **5.1 Selection of PRC Members**

Members of the PRC shall not participate in disciplinary actions for cases at their age level. For example, if the allegation is of misconduct of a parent/player from the Squirt A program, parents from the Squirt program should not serve on the PRC. Members of the PRC for this example shall be from Peewee, Bantam or Midget levels.

## **5.2 Composition of the Parent Review Committee**

The PRC shall be comprised of not more than five (5) SHA parent members. From these members, one shall be responsible for facilitating the disciplinary hearing and one shall be appointed the spokesperson for the committee. After selection by the ALD, the PRC should meet to assign these roles.

## **5.3 Selection of PRC Committee Members**

With the assistance of other members of the Board of Directors, the ALD charged with investigating the allegation should select the PRC members. The ALD shall meet with the PRC members and discuss the outcome of the investigation, which resulted in the formation of the Committee. The ALD shall submit copies of the completed investigation to each of the members.

**5.3a. Conflict of Interest Determination.** All PRC members should ensure that they are fully able to participate as a neutral reviewer.

## **5.4 Scheduling Disciplinary Reviews**

PRC members and ALDs should conduct a disciplinary hearing as soon as possible following the ALDs investigation of the alleged misconduct. This is to assure that the issues, however serious, are addressed in an efficient and effective manner and results are presented to the Board of Directors to follow through on recommendations from the PRC.

## **5.5 Power and Duties of the PRC**

The PRS shall have the power to recommend any course of action it deems necessary based on the gravity of any confirmed misconduct. This includes suspension or discipline of any member of the association.

## **5.6 Disciplinary Hearings**

The parent/player shall be given the right of due process. In so doing, they shall present information/evidence they deem necessary to refute the allegation and confirmation. The PRC is asked to conduct a thorough analysis of the information before arriving at a disciplinary recommendation. Information provided by witnesses, on both sides, shall be acceptable during the hearing.

## **5.7 Notification and Reporting of Hearing Decisions**

The PRC shall verbally notify the ALD within 24 hours of the decision so that this information can be referred to the Board of Directors for final decision.

## **6.0 Appeal Process**

If the parent/player wishes to appeal the disciplinary action imposed by the Board of Directors, the parent/player must submit a written request for appeal to the Board of Directors within 5 calendar days of receipt of the Board's decision. The Board will invite the parent/player to appear before the Board. The Board may wish to conduct a meeting specifically to hear the parent/player's appeal.

The Secretary of the Board of Directors must issue the Board's final decision within 2 days of the appeal meeting.

### **6.1 What Constitutes Grounds for an Appeal**

- a. New evidence not presented at the original hearing or during the investigation;
- b. Irregularities in the proceedings of the original hearing that may have resulted in an unjust or unfair recommendation and decision.
- c. The decision rendered at the original hearing was too severe.
- d. There is proof to establish that the decision of the original hearing was reached in an unjust manner. Examples include non-declaration of a conflict of interest.

## **7.0 Open**