

**Topeka Youth Hockey Association
Disciplinary Procedures and Policy**

Adopted September 7, 2010

Statement of Policy and Intent

It is the policy of the Topeka Youth Hockey Association that all of its players, parents, coaches and any other individual participating in the activities of the Association (referred to collectively as Member(s)) exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parent's Code of Conduct, USA Hockey Participant's Code of Conduct, USA Hockey Coach's Code of Conduct, and the USA Hockey Zero Tolerance Policy.

It is the intent of the TYHA to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by the TYHA, USA Hockey, or any other participating event. An individual is participating in sponsored activity if he or she is a spectator, a volunteer minor game official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on an Association team or in attendance at any event sponsored by the Association.

When it is found that a Member has violated the Code of Conduct, the Association will discipline the individual in accordance with the procedures and penalties set forth in this policy and guideline.

Definitions

"Assistant Coach" means a certified coach that serves under the direction of the Coach.

"Board" means the Topeka Youth Hockey Association Board of Directors.

"Coach" means the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games.

"Discipline Committee" means the Topeka Youth Hockey Association committee responsible for administering this policy and guideline.

"Member" means an individual that is registered as a Member of the Topeka Youth Hockey Association, including any player, parent or coach.

"Other Individual Associated with the Association" means an individual that participates in the Association's activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of the Association or another game official.

"Secretary of the Committee" means the Board member of the Association that has been assigned to the Discipline Committee

"Special Meeting" means a meeting called by the Secretary to address a disciplinary matter that warrants a review before the next regular Discipline Committee meeting.

"Taunting or threatening" means to address an individual or individuals in an intimidating, mocking, insulting or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

Authorization

The Committee has the full power and authority to carry out and administer the provisions of this policy and guideline.

The Topeka Youth Hockey Association Discipline Committee

The Committee consists of three Board members, including the President, Vice-President, and Treasurer. The Treasurer will be designated as the Secretary of the Committee. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member of the Board to serve as a temporary member.

Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the Committee that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another board member as provided above.

Any other Member of the Committee may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

Duties of the Committee

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated the Code;
3. Issue penalties commensurate with the severity of the offense when the Committee finds that a violation has occurred;
4. Report to the Board regarding its activities; and
5. Conduct other business as necessary to carry out its duties

The Committee will meet as necessary during the scheduled season to carry out its duties. All three members of the Committee must be present to conduct any business or discuss any disciplinary matter.

The Committee will also review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure games suspensions are appropriately served and documented.

Powers of the Committee

The Committee can receive allegations from Members alleging violations of the Code, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The Committee has the power to determine penalties, as described in the section titled Penalties, Terms and Conditions, including the termination of membership.

Procedures

The following procedures are used to review allegations

1. **Notice of an Issue:** Any Member may notify the Committee about an issue that he or she believes warrants the Committee's attention. Notice is to be provided to the Committee in writing, preferably on the disciplinary form available at the end of this policy, and on the Association's website.
2. **Distribution of a Notice:** The Secretary is to distribute all Notices received to all Committee members as soon as possible.
3. **Notice to Parties:** The parties that are the subject of the Notice will be notified within 7 days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled review meeting.

At the discretion of the Committee, parties may be allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting.

4. **Review Meeting:** The Secretary will schedule the Notice for review within 15 days of receipt of the Notice. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed. At the Review Meeting the Committee will review the Notice and take one or more of the following actions:
 - a. Determine that no violation has occurred and dismiss the matter;
 - b. Determine that a violation of the Code has occurred;
 - c. Determine that additional information needs to be collected to establish facts and make a determination;
 - d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time.
5. **Penalty Meeting:** If the Committee determines that there is a violation of the Code, the Committee must hold a Penalty Meeting within 7 days of the Review Meeting to determine the Penalty. The Penalty Meeting can be held concurrently with the Review Meeting if the individual found to be in violation of the Code is present, or has indicated that he or she does not plan to be present.
6. **Issuance of Findings of Fact, Determination and Penalty:** Upon conclusion of the Review and Penalty Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Penalty to the Secretary of the Board and the party that is the subject of the Committee's determination. The Secretary of the Committee or the Board will notify the Board of the Committee's decisions.

Summary Suspension Pending Review

In instances where the alleged infractions are of a serious nature, the Disciplinary Committee Board member

with the concurrence of another elected Board member of the Association can suspend a Member from participating in any Association activity until the Committee reviews the matter during a Review Meeting. At the Review Meeting the Committee may continue or terminate the suspension while the matter is under review.

In addition to the authority to summarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player from any game, practice or activity if the player commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate. The coach responsible for removing the player must contact a member of the Disciplinary Committee as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

Match Penalties

Any player receiving a match penalty during the course of a game will automatically be suspended until the case is reviewed by the Committee, and will not be allowed to resume practice or play in any USA Hockey sanctioned event (whether with the TYHA or any other association) until released to do so by the Committee or the Board of Directors.

Administration and Enforcement of Penalties

The Secretary of the Committee as directed by the Committee will administer the penalty, which includes documentation of the penalty, establishment of the calendar for the penalty term, notification of coaches, team managers or other appropriate individuals of the penalty, notice to the Member when the conditions of the penalty have been satisfied and other appropriate duties.

The Discipline Committee and the Board, through its representative on the Discipline Committee, will monitor the penalty. Failure by a Member to honor any penalty or suspension will be punishable up to and including dismissal from the Association.

In the event the person(s) membership with the Association is revoked, it will be for a minimum term of one (1) year. After the said time limit expires the person(s) may reapply for membership with the Association. Permission to rejoin the Association is subject to the approval of the Board.

Appeals of the Committee Decision

The Committee's decision regarding determinations of violations of the Code resulting in a warning, a level one or level two penalty cannot be appealed. Determinations resulting in level three or higher penalties can be appealed to the Board. Appeals are to be submitted in writing to the Secretary of the Board within ten days of the issuance of the penalty and state clearly the basis for the appeal.

The members of the Discipline Committee will not participate in any hearings held by the Board relating to an appeal from the Discipline Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

Penalties, Terms and Conditions

The following penalties can be issued:

1. Level 5 may result in termination of membership, indefinite suspension, or suspension up to 180

days.

- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
- c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- e. Being involved with any activity that would warrant the summoning of law enforcement officials.

Any member receiving a Level 5 penalty must obtain approval from the Committee before returning to involvement within the Association.

2. Level 4, up to 30 days suspension. Any other infraction may result termination of membership.
 - a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
 - b. Defacing or damaging property belonging to any individual, team, association, or arena.
 - c. Going on to the ice surface for any reason, unless directed by coach or other official.
 - d. Entering the bench area during a game.
3. Level 3, up to 21-day suspension. Any other infraction may result in a termination of membership.
 - a. Throwing of any object onto the ice surface, into the player's area, or at another individual.
4. Level 2, up to five-day suspension.
 - a. Inciting other persons to become involved in any of the above listed activities.
 - b. Pounding or climbing on the glass.
5. Level 1, written warning.
 - a. Using profane and/or vulgar language or mannerisms.
6. Verbal Warning
 - a. An action that does not rise to a documented time related penalty and requires no further action. Repeated verbal warnings can lead to a higher level of discipline.

A combination of multiple lower level infractions may result in a higher-level disciplinary action. The Disciplinary Committee retains the right to make this determination.

The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of discipline is appropriate. In the event the Committee imposes discipline at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

Code of Conduct

The Code of Conduct is based upon the rules of USA Hockey and the Topeka Youth Hockey Association.

This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
2. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Going onto the ice surface for any reason, unless directed by a coach or other official.
4. Entering the bench area during a game.
5. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
6. Entering the locker room of any official or obstructing their access or exit from said room or arena.
7. Using profane and/or vulgar language or mannerisms that is offensive to other persons
8. Throwing of any object onto the ice surface, into the player's area, or at another individual.
9. Pounding or climbing on the glass.
10. Defacing or damaging property belonging to any individual, team, association, or arena.
11. Violating posted Rink Rules, including, but not limited to:
 - i. Damage to the facility and / or vandalism of any sort
 - ii. Theft of any kind
12. Being involved with any activity that would warrant the summoning of law enforcement

officials.

13. Inciting other persons to become involved in any of the above listed activities.
14. Any other conduct deemed inappropriate by the officials, representatives, and Board members of the Topeka Youth Hockey Association, and rink personnel.