

Ice Hockey Queensland Inc Policy Document

Violation Code Appendix 1: Guide for Disciplinary Decisions

Violation Code Objective

This policy establishes the minimum non-standard suspensions that may be applied for various breaches of the policies named below. There is no defined upper limit on the length of possible non-standard suspensions which are intended to reflect the severity of the incident. The duration of the non-standard suspension will reflect consideration of the following; severity of the incident, record of past conduct, and value of goods involved.

To address breaches of the following IHQ policies;

- Code of Conduct Policy
- Alcohol, Tobacco, and Non-Prescription Drug Use Policy

Violations of the policies

Games

On-ice incidents shall be reported by the on-ice officials through a written game report. Where by a transgression is established through a game report, penalties and suspensions will be implemented as a matter of routine as per Ice Hockey Australia guidelines.

Where on-ice officials do not detect or report a transgression, the player's coach may, at his/her discretion implement disciplinary action through an oral or written reprimand.

Practices and off-ice behavior

Incidents involving an individual (players and parents, coaches, volunteers, members, officials, and employees) which occur elsewhere; dressing room, public washroom, etc, may be reported by any person who was a principal or witness to the incident. The incident must be reported, in writing, to IHQ executive. The incident report must include a complete description of the incident including:

- Time, date and location of the incident
- The names of persons involved in the incident
- Names of other persons who witnessed the incident

The IHQ's Committee may consult other persons, including the alleged principals, as appropriate, to gather the relevant facts of the incident to complete their investigation. Determination of the appropriate disciplinary action shall rest solely with IHQ's Committee. All records relating to the incident shall be filed with the Secretary of IHQ.

Informing Affected Parties

An Oral Reprimand may be issued, by a coach or other team official, for misconduct by an individual while associated with team activities. The reprimand may be

supplemented by the withdrawal of certain privileges at the discretion of the coach or team official. When issuing the reprimand, the coach or team official must clearly explain the reasons for the reprimand and the withdrawal of privileges to individual, player and/or parent. The coach must provide IHQ's Coaching Director and IHQ's Secretary with a written record of the incident and associated disciplinary action.

A Written Reprimand may be issued by a coach or other team official, for misconduct by an individual while associated with team activities. The reprimand may be supplemented by the withdrawal of certain player privileges at the discretion of the coach or team official. When issuing the reprimand, the coach must clearly explain the reasons for the reprimand and withdrawal of privileges. The coach must provide IHQ's Coaching Director and IHQ's Secretary with a written report of the incident and the associated disciplinary action. A written reprimand may be considered when oral reprimands have not achieved their desired effect or the misconduct warrants such a response.

A Non-standard Suspension considered when an incident or series of incidents does not fall within the Violation Code's Guidelines and in the opinion of IHQ's Coaching Director or IHQ's Committee, merits further consideration.

The process will be as follows;

- When issuing an oral reprimand, the coach or team official must clearly explain the reason for the reprimand to the affected individual. A similar explanation shall be provided to a parent of the player or individual, either on the initiative of the coach or by the request of the parent.
- When issuing a written reprimand, the coach or team official must provide the individual or player with a copy of his/her report to the IHQ Coaching Director and IHQ Secretary.
- When issuing a non-standard suspension or any other disciplinary action, IHQ's Coaching Director and IHQ's Secretary will provide the individual with a written record of the disciplinary action.

The process for Appeals and Grievances will be as follows:

- Appeals are not for negotiating the applied sanction but for determining whether unfair procedures or bias had an impact on the outcome of a disciplinary decision.
- An individual who wishes to appeal a disciplinary decision or file a formal complaint with respect to an alleged violation of either the Code of Conduct Policy or Alcohol, Tobacco, and Non-prescription Drug Use Policy must file a statement, in writing, to the President of IHQ.
- The statement should provide a complete description of the incident, including: time, date and location of the incident, circumstances which precipitated the incident, the principles involved, any other persons who were involved or witnessed the incident.
- With respect to the appeal, the appellant must include a list of substantive reasons why the disciplinary decision should be reconsidered.
- The IHQ's Committee will consider the written appeal and assign a person or persons to discreetly investigate the disciplinary decision or incident and file a report with the IHQ's Committee. This should be done in a timely manner.

- If any member of the IHQ's Committee were involved as a principle in the incident, they shall not participate in the appeal process in any way, except to be interviewed by the investigating person or persons.
- The appellant is subject to interim conditions pending the final decision by the IHQ's Committee. Interim conditions are intended to balance the need for an appropriate disciplinary response with the requirement for fairness to the respondent. Interim conditions are not to be construed as indicative of guilt.
- After reviewing the report, IHQ's Committee may at their discretion, hold a hearing on the matter to provide the appellant with an opportunity to respond to the allegations or to present his/her concerns. The appellant will be provided with the investigative report and other relevant materials so that he/she has sufficient advance notice of the allegations to be considered. The appellant may speak in their own defense or through an advocate and shall be provided up to thirty minutes of meeting time to state their case. Either party may waive their right to a hearing. If the IHQ's Committee decides to hold a hearing they will do so in a timely manner.
- The decision of the IHQ's Committee shall be final and binding.

Sanctions

The range of possible disciplinary action includes:

- An oral reprimand
- A written reprimand
- An order for restitution, rectification or the payment of damages
- Denial of access to specified services or activities or facilities of IHQ for up to two years
- Non-standard Suspension from participation in a program or programs of IHQ for up to two years
- Expulsion from IHQ (lifetime ban)

A player, who violates the Code of Conduct Policy or Alcohol, Tobacco, or Non-prescription Drug Use Policy, during an out-of-town trip, could be sent home in advance of the team. The parents or guardians of the player will be responsible for the cost of the trip.

It is recognized that certain incidents (i.e. physical abuse of on-ice officials) are subject to disciplinary action by affiliated associations rather than IHQ.

The written record of the incident, the disciplinary decision and any subsequent appeal shall be retained for at least 5 years. Expulsion records are kept indefinitely.

Those records shall be maintained by the Secretary of IHQ

Appendix 1: Guide for Disciplinary Actions

First Level Offence:

- Horseplay
- Refusing to participate
- Lateness or unexcused absence
- Messing up the dressing room
- Swearing
- Other minor transgressions

First offence action: One period

Second offence action: Two periods

Third offence action: 1 game non-standard suspension

Second Level Offence:

- Fighting
- Insubordination
- Harassment of arena staff
- Hindering others from participating
- Harassment or discrimination of others
- Other major transgressions

First offence action: Minimum 1 week non-standard suspension

Second offence action: Minimum 2 week non-standard suspension

Third offence action: Minimum 1 month non-standard suspension

Third Level Offence:

- Alcohol, Tobacco, and Non-prescription Drug Use

Any possession or consumption of alcohol, tobacco, or non-prescription drugs by minor age players (under the age of 18 years)

Individuals found to be in possession or under the influence of alcohol or non-prescription drugs while participating in an IHQ sponsored event or activity shall be suspended from IHQ as follows:

First offence action: Minimum 1 month non-standard suspension

Second offence action: Minimum 6 month non-standard suspension

- Theft

Any individual proven to have committed theft while participating in an IHQ sponsored event or activity shall be suspended as follows:

First offence action: Minimum 1 month non-standard suspension

Second offence action: Minimum 6 month non-standard suspension

The individual must reimburse the cost of the stolen item and submit a written apology to the affected party before reinstatement.

- Vandalism

Any individual proven to have committed vandalism while participating in an IHQ sponsored event and activity shall be suspended as follows:

First offence action: Minimum 1 month non-standard suspension

Second offence action: Minimum 6 month non-standard suspension

The cost of damages will be recovered from the persons involved before reinstatement.

- Assault

Any Individual proven to have committed an assault while participating in an IHQ sponsored event or activity shall be suspended as follows:

First offence action: Minimum 1 month non-standard suspension

Second offence action: Minimum 6 month non-standard suspension

Authority	Ice Hockey Queensland Inc Executive on 14 October 2008 <i>Associations Incorporation Act 1981 (Qld)</i> <i>Associations Incorporation Regulation 1999 (Qld)</i>
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