



**GUILDFORD JUNIOR ICE HOCKEY**  
**DISCIPLINARY, APPEALS AND COMPLAINTS**  
**POLICIES AND PROCEDURES**

## **Contents:**

<b>1. GJIHC Disciplinary Policy and Procedures</b>	<b>3</b>
<b>2. GJIHC Appeals Policy and Procedures</b>	<b>4</b>
<b>3. GJIHC Complaints Policy and Procedure</b>	<b>5</b>
<b>4. Classes of Disciplinary Offences and possible Sanctions</b>	<b>6</b>
<b>5. GJIHC Parents Code of Conduct</b>	<b>8</b>
<b>6. GJIHC Players Code of Conduct</b>	<b>10</b>

## GJIHC Disciplinary Policy and Procedures

1. Minor breaches of discipline by players will, wherever possible, be dealt with promptly by the Team Coach and/or Team Manager, employing sanctions such as benching or suspension from a training session. Undisciplined behaviour may also lead the Team Coach and Team Manager to consider that the offending player is unfit for match selection. See the list of discipline offences and possible sanctions/suspensions (page 6).

2. More serious breaches will be referred to a Disciplinary Panel comprising the Player's Team Coach, the overall Head Coach, the Team Manager, the Ice Hockey Coordinator, and one other member of the Executive Committee. If a conflict of interest is identified with any of the Disciplinary Panel members this member will be replaced by an alternative independent executive committee member. See the list of discipline offences and possible sanctions/suspensions referred to above.

3. The Disciplinary Panel is empowered to suspend an offending player from all Club activities for as long as it sees fit and, in extreme cases, to suspend the player from the club for the remainder of the season and/or recommend to the full Executive Committee that the player be expelled from the Club.

4. The Disciplinary Panel will hear verbal evidence and consider written submissions and/or video evidence (if available) where facts are in dispute or if required to determine the level of punishment. The Disciplinary Panel may consult informally as soon as an incident comes to light, and may decide to impose an immediate suspension until such time as evidence can be fully heard.

In the event of any player or parent disagreeing with the decision of the Disciplinary Panel, they may appeal against decisions of the Disciplinary Panel by following the Club's Appeals Policy and Procedures. See the GJIHC Appeals Policy and Procedure (page 4).

5. The Executive Committee will decide on expulsion from the Club. Allocated Executive Committee members may also consider Appeals against decisions of the Disciplinary Panel, but in such cases may decide to increase rather than reduce any punishment.

6. Unacceptable behaviour by a parent of a player will be dealt with in line with this Disciplinary policy.

7. Independent of these Disciplinary Procedures, the management of the Spectrum has the right to refuse admission to any player or family member it considers guilty of unacceptable behaviour.

8. Any player or parent that attempts to circumvent these procedures by approaching a GJIHC official or GJIHC committee member, or any EIHA official not involved in the relevant stages of the disciplinary procedure, in an attempt to influence the outcome of any disciplinary action or appeal decision will become liable to disciplinary action (or further disciplinary action) themselves.

## GJIHC Appeals Policy and Procedure

### **Appeals Policy:**

Members have the right to challenge the decisions made by the Disciplinary Panel. This appeals procedure applies to any GJIHC member (parent or player) who may wish to appeal against a disciplinary decision made by the Disciplinary Panel.

A member who wishes to appeal against a disciplinary decision may do so following this Appeals Procedure.

### **Appeals Procedure:**

- Write a letter setting out the grounds for the appeal and submit this to the GJIHC Ice Hockey Co-ordinator with 7 days of the Disciplinary Panel's decision.
- Include any supporting evidence in support of your appeal.
- On receiving the letter of appeal, the GJIHC Ice Hockey Co-ordinator will confirm receipt within 7 days.
- Two independent members of the Executive Committee plus an independent L2 coach, who were not involved in the original decision of the Disciplinary Panel or the initial offence and with no conflicts of interest relating to the incident/s or the persons involved, will review the Appeal, make a decision regarding whether the Disciplinary Panel's decision is upheld or whether the appeal is successful and will respond in writing within 14 days.
- Additional evidence may be requested to enable a full and fair decision to be made by the Executive Committee members.
- GJIHC will make every effort to adhere to the above time limits but these may have to be extended should the appropriate people be unavailable

## **GJIHC Complaints Policy and Procedure**

1. Players and parents should seek initially to resolve problems through their Team Manager. Any complaint should be made verbally at first, but in writing if a satisfactory solution is not found quickly. Parents and Players are reminded that GJIHC operates a 48 hour cooling off policy and any complaint should be made to the Team Manager after this time. Only in cases where there is a conflict of interest, or the player or parent for any justified reason does not wish to discuss the issue with the Team Manager, they may contact the GJIHC Senior Manager instead.
2. If the Team Manager is unable to resolve the problem, the written complaint will normally be passed on to the Executive Committee for consideration. A complainant who is not satisfied that this has occurred should write directly to the GJIHC Ice Hockey Coordinator setting out the grounds for the complaint and the reasons why they do not feel the matter has been handled by the Team Manager or Senior Manager in the first instance.
3. If the complaint is about an action of a Team Manager, it should be brought to the attention of the GJIHC Senior Manager or Ice Hockey Coordinator, first verbally and then in writing if necessary.
4. If any complaint is considered to be a child protection issue, this should be brought to the attention of the Club's Child Protection Officer in the first instance.
5. GJIHC undertakes to respond to any complaints made either to the Team Manager, Senior Manager or Ice Hockey Co-ordinator within 7 working days.

## Classes of Disciplinary Offences and Possible Sanctions

### **Non-exhaustive list of what may be considered a Minor Disciplinary Offence:**

- Unexplained and/or repeated lateness for training or games
- Not wearing team tracksuit to game
- Interference with another person's kit or personal property
- Playing with sticks and pucks or balls in the rink
- Accidental damage to property (whether personal property or rink property)
- Disruptive behaviour (e.g. distracting others, not listening to instructions)
- Refusal to follow instructions of Coach, Team Manager, rink staff or game officials
- Rudeness to Coach, Team Manager, rink staff, game officials or other players
- Receiving a Major or Misconduct Penalty (5 or 10 minute) or any action in a training session or game which, in the opinion of the Team Coach, constitutes an offence that would result in a 5 or 10 minute penalty (whether called by the referee or not).
- Being in possession of a mobile phone (or any other device capable of recording images) in the dressing room

### **Non-exhaustive list of what may be considered a Major Disciplinary Offence:**

- Persistent occurrences of Minor Disciplinary Offences
- Using a mobile phone (or any other device capable of recording images) in the dressing room
- Theft of or deliberate damage to property (whether personal property or rink property)
- Taking of photos or video in the dressing room
- Deliberate failure to observe safety instructions
- Dangerous or violent act towards another person that results in the injury of, or the potential serious injury of another person
- Bullying
- Use of abusive or threatening language towards another person
- Racial or otherwise discriminatory abuse towards another person
- Receiving a Game or Match Penalty
- Negative, inflammatory, or degrading comments about the club, players, coaches, managers, club officials, or game officials in a public forum, including on social media
- Being under the influence of alcohol or drugs at any training session or game
- Bringing Guildford Junior Ice Hockey Club into disrepute by any other means

## **Possible Sanctions:**

### **Minor offences:**

For minor offences the Team Coach can decide what penalty or action against the player should be taken and there is no need for the Disciplinary Panel to review the incident unless there is a written complaint from the player/parents. A written record of all minor offences is to be kept by the Team Manager.

In the case of persistent minor disciplinary offences (on at least 3 separate occasions during a 12 month period), the Team Coach and/or Team Manager may refer the matter to the Disciplinary Panel.

### **Sanctions can include:-**

- Verbal warning
- Benched until the player has calmed down with an apology to those concerned
- Suspension from training from next session
- Suspension from training and 1 game

### **Major offences:**

After reviewing all verbal, written and, where available, video footage from training/game the Disciplinary Panel will decide the sanction to be handed to the player and these may include:-

- Suspension from one training session
- Suspension from one league and/or challenge game
- Suspension for 1,2,3 or 4 training sessions
- Suspension for 1 or 2 weeks (all trainings, games and activities)
- Suspension for 1 month (all trainings, games and team activities)
- Extended suspension which, in severe cases, could result in the player being suspended for rest of the season depending on the severity of the incident and the previous discipline record of the player concerned (all trainings, games and team activities).
- Any player who repeatedly (on at least 3 separate occasions within a 12 month period) disregards the club's disciplinary policies and procedures, shows no signs of remorse, or improvement in relation to their behaviour and is considered by the Disciplinary Panel to be a danger to themselves or other members of the GJIHC may, in extreme cases, be asked to leave GJIHC permanently.

When reviewing which sanction to impose the Team Coach/Head Coach and the Disciplinary Panel will consider all the evidence available as well as considering any mitigating circumstances concerning the incident in question.

**NB: Any player who receives a Match ban during a game is automatically suspended from training and games until the EIHA have advised the club of the sanctions being placed upon the player AND the disciplinary panel has met to discuss what, if any, additional sanctions at the club need to be imposed. The disciplinary meeting can be face to face or via skype and the intention is that it will take place as soon as possible after the EIHA communication. Where possible this will be within 7 days of the initial match ban.**

### **GJIHC Parents Code of Conduct**

1. I will not force my child to participate in hockey. I will try to make it fun.
2. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
3. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
4. I will never ridicule or yell at my child, or any other child, for making a mistake or losing a game.
5. I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of or embarrass any player, including opposition players.
6. I will never question an official's judgment or honesty in public. I recognize that officials are being developed in the same manner as players.
7. I understand the benefits from participating in a team sport, the commitment, the discipline and the social skills learned and acquired.
8. I will respect and show appreciation for all volunteers who give their time to hockey for my child.
9. I will never yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any junior or youth hockey activity. I will refrain from the use of abusive or vulgar language, racial, ethnic or gender related slurs at any time at the rink or any junior or youth hockey function. I will support all efforts to remove verbal and physical abuse from junior and youth hockey games.
10. I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans and I will not approach the coaches to question the team's strategy or plans, other than at a parents meeting.
11. I will emphasize skill development and a serious approach to practices and explain how skill

development will benefit my child.

12. I will raise any concerns I may have with the team manager. I will not approach the coaches before, during or after practices or games. I will not telephone or email the coaches without first speaking to the manager and I will not, under any circumstances, contact the coaches or team manager at their place of work unless specifically requested to do so by the coach or team manager. I understand the Club's expectation that I wait at least 48 hours after a practice or a game to request a meeting with the team manager, unless my concerns involve a serious issue relating to child protection matters.

13. I will not enter the home dressing room or laundry room at any time during or after training sessions – those areas are for coaches only. (Occasionally, some parents may be asked into the home changing room to help prepare for matches.)

14. I acknowledge that if my child trains/plays with another club without permission of the Guildford Junior Ice Hockey Club my child may be subject to disciplinary action, which could include suspension.

15. I will avoid standing at the glass or any other rink side behaviour that may distract my child, other children, or the coaches from a training session or game.

16. I have read the Club's policy on training up/playing up and I acknowledge that training and playing up is a privilege and fully within the discretion of the coaches.

17. I acknowledge that the philosophy of the club is to compete in the "A" league at every age group level and to avoid relegation.

18. I will remember that my child plays hockey for his or her enjoyment, not mine.

19. I will not make inflammatory or degrading remarks about players or other club members on social networking sites.

### **GJIHC Player's Code of Conduct**

1. Play for fun. Don't play just to please your parents or coach.
2. Learn the rules and play by them.
3. Always be a good sport.
4. Be a team player – get along with your teammates.
5. Learn teamwork, sportsmanship and discipline.
6. Be on time for practices and games.
7. Respect your coach, your teammates, your manager, your parents, rink staff, opponents and officials.
8. Control your temper – do not mouth off or abuse equipment or the facility.
9. Never argue with an official's decision.
10. Support your teammates, especially when they make a mistake as everyone, including you, will make mistakes.
11. Focus on your own team first. If you are asked to train or play up with an older team remember that your own team comes first and that it is a privilege.
12. I will not make inflammatory or degrading remarks about players or other club members on social networking sites.

