

**The Antigo Area Youth Hockey Association Code of Conduct,
Procedures for the Determination of Misconduct and Disciplinary Penalties**

**Policy and Guideline
AAYHA - 2014**

**Drafted October 6, 2014
Approved ??**

Table of Contents

Statement of Policy and Intent
Definitions
Authorization
The Antigo Area Youth Hockey Association Discipline Committee
Duties of the Committee
Powers of the Committee
Procedures
Suspension Pending Review
Administration and Enforcement of Penalties
Violation Rink Rules/Protocol
Appeals of the Committee Decision
Penalties, Terms and Conditions
Code of Conduct
24-Hour Rule

Statement of Policy and Intent It is the policy of the Antigo Area Youth Hockey Association (Association) that all of its Members, 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 Code of Conduct (Code) of the Association.

It is the intent of the Association to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by the Association, USA Hockey, WAHA 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. An Assistant Coach is not required to be a Member of the Association.

“Board” means the Antigo Area 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. The Coach is not required to be a Member of the Association.

“Discipline Committee” means the Antigo Area Youth Hockey Association committee responsible for administering this policy and guideline.

“Member” means an individual that is registered as a Member of the Antigo Area Youth Hockey Association.

“Other Individual’s 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.

“Chair of the Committee” means the Board member of the Association that has been assigned to head the Discipline Committee

“Special Meeting” means a meeting called by the Chair of the Committee 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, as provided by the Board and the By-laws of the Association.

The Antigo Area Youth Hockey Association Discipline Committee: The Committee consists of three (3) Association members. The President will appoint the committee chairperson, and the committee will consist of 3 board members. The President and/or Vice President will be an ex-officio members of all committees. The Committee will have a term that coincides with the term of his or her elected position on the Board.

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.

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. Two members of the Committee constitute a quorum and are to be in attendance in order for a meeting to occur.

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 by:
 - a. Communicating through the Discipline Committee address, aayhaboard@gmail.com, on the Association website using the forms provided; or
 - b. Written notice to a Committee Member, or Board Member. A written notice is to be completed on a form made available at the Associations offices. The recipient of a written notice may enter it onto the forms on the website if a member does not have access to the website.
2. **Distribution of a Notice:** The Chair 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.
4. **Review Meeting:** The Chair 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.
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 or the President 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.

Administration and Enforcement of Penalties: The Chair 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.

Violation of Rink Rules/Protocol: Penalty enforcement for violation of rink rules will be carried out by the Association, in conjunction with the appropriate rink manager. Severity and penalty duration will be administered by the Association. The rink(s) maintain their right to restrict, suspend, or terminate the privileges of persons and/or teams violating any of these rules.

Appeals of the Committee Decision: The Committee's decision regarding determinations of violations of the Code resulting in a warning, a level one, level two or level three penalty cannot be appealed. Determinations resulting in level four 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.

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. Bullying
 - d. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
 - e. Entering the locker room of any official or obstructing their access or exit from said room or arena.

- f. 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 an action.
7. 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.
8. 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.

Code of Conduct: The Code of Conduct is based upon the rules of the USA Hockey Association and WAHA Hockey. This list of words or actions constitutes a violation of the Code of Conduct of the Association and includes, but is 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. Bullying
5. Entering the bench area during a game.
6. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
7. Entering the locker room of any official or obstructing their access or exit from said room or arena.
8. Using profane and/or vulgar language or mannerisms that is offensive to other persons
9. Throwing of any object onto the ice surface, into the player's area, or at another individual.
10. Pounding or climbing on the glass.
11. Defacing or damaging property belonging to any individual, team, association, or arena.
12. 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
 - iii. Violation of the floor hockey rule
13. Being involved with any activity that would warrant the summoning of law enforcement officials.
14. Inciting other persons to become involved in any of the above listed activities.
15. Any other conduct deemed inappropriate by the officials, representatives, and Board members of AAYHA, and rink personnel.

24 Hour Rule: Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.

Note to 24 Hour Rule Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create strong reactions from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment.

For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, Antigo Area Youth Hockey Association has adopted the "24 Hour Rule". The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.