



Oceanside Minor Hockey

OCEANSIDE PLACE, PARKSVILLE

PO Box 1175, Parksville, BC V9P 2H2

www.oceansidehockey.com

Home of minor hockey "Generals" & "Icebreakers"



RESOLUTION #2015-001

2014/2015 Annual General Meeting

April 29th, 2015

SUBMITTED BY: Andrew Copley, OMHA President

OMHA Policies and Procedures Manual – Section 9 Discipline

Current Wording:

SECTION 9: DISCIPLINE

DISCIPLINARY COMMITTEE:

The Disciplinary Committee will:

- Consist of the 1st Vice President, Head Referee or someone appointed by the Head Referee, and a minimum of 2 other OMHA members.
- Their duties will include acting on decisions made by the President to suspend players/coaches/officials, and review of all misconduct penalties (ten minute, game, gross, match and checking from behind penalties) assessed to players and team officials of OMHA. Incidents for suspension may also include any unacceptable social behavior, illegal activities both on and off the ice.
- Their duties will be to suspend and/or take disciplinary action that may be deemed necessary against such individuals for incidents not ruled upon by BC Hockey for an evident pattern of disrespect for the rules.
- At least three (3) of the above mentioned persons are required to attend each hearing.
- Be responsible for receiving and investigating written reports of alleged incidents.
- Meet as soon as possible after receiving a report to determine if a hearing is warranted (within 10 days of receiving the report).
- Deliver its findings to the appropriate parties as soon as possible, with follow-up letter in writing, (not longer than 5 days after the meeting).
- Will request that the coach be present at the meeting when dealing with player discipline and incidents. All attempts will be made to also encourage the presence of a parent/guardian. In the absence of a parent or guardian the committee may appoint an adult to represent the player.
- Minutes of the Discipline Committee Meetings must be recorded, and kept on file by the 1st Vice President. Meeting minutes are to be made available to the Appeals Committee upon request.



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APPEALS COMMITTEE:

- The Appeals Committee shall consist of 3 appointed Executive Committee members (different from those on the discipline committee, as appointed by the President). The President, or his designate, will be a member of this committee.
- The duties of the Appeals Committee shall be to hear appeals from decisions made by the discipline committee as per their directives.
- The Appeals Committee may re-admit any team, player, team official, or referee, or uphold or modify any decision made by the discipline committee.
- The appeals procedure is open to any team, player, team official, or referee.
- Any appeal to the committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the President of OMHA within 7 days of being notified of the decision of the discipline committee.
- The Appeal Committee shall deal with the appeal within 7 days of receiving the written appeal.
- Minutes of the Appeals Committee meeting must be recorded and kept on file by the President.
- Suspensions will remain in effect while the appeal procedure is being conducted.
- The decision of the Appeals Committee shall be considered final.

SUSPENSIONS: (See also Discipline Procedures)

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee. The coach is required to keep a written record of the particulars involving the player suspension.
- The House Coordinator or Coach Coordinator and the President must be advised of all such suspensions. The President will notify the 1st Vice President who will keep a running record of all such suspensions for the season.

COMPLAINTS REGARDING COACHES AND TEAM OFFICIALS:

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Coach/Manager. The Division Coordinator and/or the Coach/House Coordinator may be approached if there are no satisfactory results from this.
- Fair Play concerns should be directed to the House Coordinator and Coach Coordinator.
- When necessary, the House Coordinator and Coach Coordinator may refer concerns to the Discipline Committee or Executive Committee.
- Any complaints to the OMHA Executive Committee regarding minor hockey business or coaching, etc., must be made in writing. This can easily be achieved by filling out a Complaint Form and submitting it to the President or 1st Vice President.

COMPLAINTS REGARDING REFEREES AND LINESPERSONS:

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls. It is meant for registering complaints of any referee or linesman who may have breached the Officiating Code of Conduct. Any serious concerns by coaching staff or others should be reported, in writing, to the OMHA Referee Coordinator with a copy to the President. This can easily be achieved by filling out a complaint form and submitting it to the Referee Coordinator and the President.

Coaches/managers must report all Major Penalties, including all checking from behind penalties to their Division Coordinator, 1st Vice President and the President.



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DISCIPLINE PROCEDURES:

1. Any team official through the coach of the team can apply discipline.
2. Any suspensions of more than 1 ice time must be applied by the Disciplinary Committee.
3. Any coach participating in tournament or out of town play, that encounters a situation that requires Level 2 or 3 discipline that should be handled by the Discipline Committee has the ability to suspend the individual (s) involved until the Discipline Committee can review the incident. Coaches involved in this type situation must fully document the incident with attention to details (i.e. date, time, names, witnesses, location, and details of the infraction). It is recommended that the coach attempt to contact the President, 1st Vice President and either the House or Competitive Coordinator as soon as possible after the incident occurs and submit the written documentation to the Discipline Committee as soon as possible.
4. Incidents to be handled by the Discipline Committee must be in the form of a written submission to the President within 5 days of the alleged incident.
5. The Discipline Committee will review the incident and interview people as necessary.
6. Minutes will be recorded at each meeting and filed with the Vice President for safe keeping.
7. The Chairperson of the Discipline Committee will communicate all actions taken by the Discipline Committee to those involved and will follow up in writing within 5 days after the final meeting.
8. All written records, other than the final decision of the Discipline Committee, will be held in confidence on file maybe reviewed by the Discipline Committee or the person the discipline applies to.
9. BC Hockey suspensions are minimums and may be added to by the Discipline Committee as per the Discipline Guide.
10. All infractions during a game or when a player is under the direct control of a Referee will be dealt with as per BC Hockey rules.
11. Under no circumstances will disciplinary issues be copied or communicated in any way other than what is required to further the appeals process. All attempts will be made to keep the Discipline proceedings confidential.

COMPETITIVE COMMITTEE

Vice President
Competitive Coordinator
Secretary
Appointed

HOUSE COMMITTEE

Vice President
House Coordinator
Coach Coordinator
Secretary
Appointed

REFEREE COMMITTEE

Referee Coordinator
Vice President
Secretary
Appointed



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Change to read:

SECTION 9: DISCIPLINE

COMPLAINTS REGARDING COACHES AND TEAM OFFICIALS:

- Complaints about a Coach, Assistant, Trainer or Manager must ~~player, member, team official, or off-ice official~~ first be addressed ~~at a team level with the coach and/or manager.~~
- ~~Should the complainant not receive satisfactory results at the team level they should try and resolve the issue with the appropriate~~ Division Coordinator. ~~and/or the Coach/House Coordinator may be approached if there are no satisfactory results from this.~~
- ~~Should the complainant not receive satisfactory results with the Division Coordinator they should then approach the appropriate House, Competitive and/or Coach Coordinator to try and resolve the issue.~~
- ~~Should the complainant not feel satisfied after approaching the Recreational, Competitive and/or Coach Coordinator they should approach either of the Vice Presidents.~~
- ~~At any time deemed~~ When necessary, the ~~House coach, manager and/or coordinator/s and Coach Coordinator~~ may refer complaints to the ~~Discipline Committee or Executive Committee.~~

FORMAL COMPLAINTS

- A Formal Complaint, where the complainant is seeking an investigation and subsequent disciplinary action by a Discipline Committee, must be submitted to the President, in writing.
- A Formal Complaint must include the following type of information:
 - Description of the incident,
 - Names of the person or persons involved and/or other witnesses,
 - The date, time, location and other details and all other "relevant" information
- Where the complainant is seeking an investigation and subsequent disciplinary action by a Discipline Committee towards the President, the complainant should submit their complaint to Viah.

~~DISCIPLINARY~~ DISCIPLINE COMMITTEE AND PROCEDURES:

The ~~Disciplinary~~ Discipline Committee will:

- ~~Consist of the 1st Vice President, Head Referee or someone appointed by the Head Referee, and a minimum of 2 other OMHA members~~ Be administered by a member of the executive as appointed by the President.
- Consist of at least (3) members of the executive who shall be appointed by the President.
- ~~Their duties will include acting on decisions made by the President to suspend players/coaches/officials, and review of all misconduct penalties (ten minute, game, gross, match and checking from behind penalties) assessed to players and team officials of OMHA. Incidents for suspension may also include any unacceptable social behavior, illegal activities both on and off the ice.~~ Review allegations brought forth in a Formal Complaint, concerning the pre-game, game, or post-game conduct of a player, member, team official, or off-ice official, and to take disciplinary action when found to be merited.
- ~~Their duties will be to suspend and/or take disciplinary action that may be deemed necessary against such individuals for incidents not ruled upon by BC Hockey for an evident pattern of disrespect for the rules.~~



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- ~~Be responsible for receiving and investigating written reports of alleged incidents.~~
- Meet as soon as possible after receiving a report **the Formal Complaint from the President** to determine if a hearing is warranted (within 10 days of receiving the report).
- **Conduct themselves in a manner that promotes procedural fairness when conducting investigative hearings.**
- **Notify the individual under investigation as to the reason for the investigation.**
- **Ensure the individual under investigation has the right to have supporting documentation presented on their behalf and to have a support person/parent present during the hearing.**
- **Provide the individual under investigation with the correspondence that resulted in the investigation while making sure to remove any reference to the complainant's identity.**
- ~~Have at least three (3) of the above mentioned persons~~ **Committee members are required to attend any hearings deemed necessary to obtain relevant facts and information. each hearing.**
- Request that the **head** coach be present ~~at the meeting~~ when dealing with player discipline and incidents. **As well,** all attempts will be made to ~~also~~ encourage the presence of a parent/guardian. In the absence of a parent or guardian the **Discipline Committee** may ~~appoint~~ **allow another** adult to represent the player.
- Deliver its findings to the appropriate parties as soon as possible, with **a** follow-up letter in writing, (not longer than 5 days after the meeting).
- **Ensure that** minutes of the Discipline Committee ~~meetings must be~~ **are** recorded and kept on file by the 1st Vice President. ~~Meeting minutes are to be made available to the Appeals Committee upon request.~~ **All written records, other than the final decision of the Discipline Committee, may be reviewed by the Appeals Committee. Otherwise, all written records are to be kept confidential.**
- Abide by any discipline handed down by VIAHA and/or BC Hockey.
- Recognize that BC Hockey officiating rules/discipline will take 1st priority/precedence when dealing with on-ice/game related issues".

APPEALS COMMITTEE AND PROCEDURES:

~~The Appeals Committee will:~~

- ~~shall~~ **The Appeals Committee will** consist of ~~appointed Executive Committee members (different from those on the discipline committee, as appointed by the President).~~ **at least (3) members of the executive who were not included in the Disciplinary Committee and who shall also be appointed by the President.**
- **The Appeals Committee will include** the President, or his designate.
- ~~The duties of the Appeals Committee shall be to~~ **The Appeals Committee will** hear appeals ~~from~~ **to** decisions made by the **Discipline Committee** ~~as per their directives.~~
- ~~The Appeals Committee may re-admit any team, player, team official, or referee, or uphold or modify any decision made by the discipline committee.~~
- ~~The appeals procedure is open to any team, player, team official, or referee.~~
- ~~Any appeal to the committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the President of OMHA within 7 days of being notified of the decision of the~~ **Discipline Committee's decision.**
- **The Appeals Committee shall deal with the appeal within 7 days of receiving the written appeal.**
- **Minutes of the Appeals Committee meeting must be recorded and kept on file by the President.** **All written records are to be kept confidential.**
- **Suspensions will remain in effect while the appeal procedure is being conducted.**
- **The decision of the Appeals Committee shall be considered final.**



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- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee. The coach is required to keep a written record of the particulars involving the player suspension.
- The House Coordinator or Coach Coordinator and the President must be advised of all such suspensions. The President will notify the 1st Vice President who will keep a running record of all such suspensions for the season.

COMPLAINTS REGARDING COACHES AND TEAM OFFICIALS:

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Coach/Manager. The Division Coordinator and/or the Coach/House Coordinator may be approached if there are no satisfactory results from this.
- Fair Play concerns should be directed to the House Coordinator and Coach Coordinator.
- When necessary, the House Coordinator and Coach Coordinator may refer concerns to the Discipline Committee or Executive Committee.
- Any complaints to the OMHA Executive Committee regarding minor hockey business or coaching, etc., must be made in writing. This can easily be achieved by filling out a Complaint Form and submitting it to the President or 1st Vice President.

COMPLAINTS REGARDING REFEREES AND LINESPERSONS:

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Coaches/managers must report all Major Penalties, including all checking from behind penalties to their Division Coordinator, 1st Vice President and the President.

COACH APPLIED DISCIPLINE PROCEDURES:

1. Any team official through the **A head** coach of the team can apply discipline.
2. Any suspensions of more than 1 ice time must be applied by the Disciplinary Committee.
3. Any **head** coach participating in **a** tournament or out of town play, **who** that encounters a situation that **they feel is a** requires Level 2 or 3 discipline **offence** that should be handled by the Discipline Committee has the ability to suspend the individual (s) involved until the Discipline Committee President can review the incident. **A head** coach involved in this type **of** situation must **fully** document the incident **with** **paying** attention to details (i.e. date, time, names, witnesses, location, and details of the infraction). It is recommended that the **head** coach **attempt to** contact **either** the President, 1st **or** 2nd Vice President and **either** the House or Competitive Coordinator as soon as possible after the incident occurs. **The head coach will then follow up by providing and submit the** written documentation to the Discipline Committee President **within 7 days of the incident occurring.**
4. Incidents to be handled by the Discipline Committee must be in the form of a written submission to the President within 5 days of the alleged incident.
5. The Discipline Committee will review the incident and interview people as necessary.
6. Minutes will be recorded at each meeting and filed with the Vice President for safe keeping.



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House Coordinator

Coach Coordinator

Secretary

Appointed

REFEREE COMMITTEE

Referee Coordinator

Vice-President

Secretary

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Rationale Behind Resolution:

To clean up the conflicting information in the current policies and procedures and brings OMHA in line with the Viaha's Policies, Procedures, and Regulations which are derived from BC Hockey.