



Greater Sudbury AAA Co-operation Committee Discipline Guidelines Policy



Objective:

Violations of the rules, regulations, policies and procedures of the Greater Sudbury AAA Co-operation Committee, the SMHA, NCHA, NOHA, OHF, or Hockey Canada, as well as behaviour that reflects poorly on any of the above may be grounds for investigation and possible disciplinary action. Disciplinary actions or sanctions may include, but are not limited to, verbal reprimands, written reprimands, game suspensions, and season suspensions and in extreme cases, recommendation for removal of membership in any of the above.

Applicability:

This policy applies to all players, team staff members, and parents (or guardians) of players on AAA teams over which the AAA Co-operation Committee has jurisdiction.

Process:

Investigative (and possible disciplinary actions) may be initiated either by a formal complaint, submitted in writing, to the Chair of the Co-operation Committee or by a resolution of the Committee itself. If the Chair of the Committee decides that the complaint has merit, the following procedures shall be followed:

1. The Chair shall appoint 4 additional AAA Committee members to sit as panel members. Committee members shall have no interest or relationship with any of the parties involved. Names of panel members must be provided to the parties involved along with notice of hearing.
2. The Chair shall ensure that all parties have copies of any documents – for example, copies of the game sheet and any incident reports or letters, etc. – that are relevant to the issue at hand.
3. The Chair shall contact all parties to set time/date/place of hearing and subsequently provide at least 7 days written notice to all parties of the date, time and location of the hearing.
4. The Chair shall advise all parties of the possible consequences of an adverse finding.
5. The Chair shall ensure that all parties attending the hearing formally sign in. (see attached sign in form).
6. The Chair shall chair the hearing, ensuring that all concerned have a reasonable opportunity to state the complaint or to defend themselves against the complaint.
7. At the conclusion of the hearing, the parties and any witnesses shall be excused. The Panel shall deliberate and come to a conclusion.
8. A decision must be announced within 5 days of the hearing and the written decision must be delivered to the parties (via email, fax or letter) within 10 days. The decision notice must include notice of the right to appeal the decision to the NOHA.

Please use all the forms provided by the AAA Co-operation Committee.



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NOTICE OF HEARING

DATE: _____

TO: _____

FROM: Contact #: _____

RE: _____

This is your Notice of Hearing regarding alleged violations of

_____ which

occurred on _____ (date) at _____ (place). The

hearing is scheduled to take place on _____ (date) at _____ (time) at

_____ (location.)

If the committee finds that a violation has occurred, you may face discipline at the discretion of the committee. Each person receiving this notice is required to attend this Hearing.

Failure to attend this hearing may result in disciplinary action being taken without your being present.



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DISCIPLINARY HEARING REPORT

Date of report: _____

Date of hearing: _____

Date of incident: _____

Nature of incident: _____

Person(s) who is subject of hearing: _____

Address of person: _____

Phone number: _____

Status of person: (player, coach, parent etc.) _____

Team and program or league affiliation: _____

Hearing Panel members: Chairman: _____

Member: _____

Member: _____

Member: _____

Member: _____

The issue to be decided by the Panel: _____

The facts as decided by the panel: _____

The Conclusion/Decision/Penalty decided by the panel: _____



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NOTICE OF DISCIPLINARY ACTION AND RIGHT TO APPEAL

TO: _____
(name of person who was subject of hearing)

(address of person who was subject of hearing)

FROM: The Greater Sudbury AAA Co-operation Committee

Chair of Committee: _____

RE: Hearing conducted on _____ at _____
(date) (place)

A hearing was conducted at the above noted date and place.

The findings of the Panel are attached.

You have the right to appeal this decision in writing. A form that may be used to request an appeal is attached.

Please be advised that in the case of a suspension of an individual or team, said individual or team is suspended from all hockey activities. Any program or coach who knowingly allows a suspended individual to participate during this suspension period will face disciplinary actions.



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REQUEST FOR APPEAL FORM

Note that all requests for appeal must be in writing and received by the AAA Co-operation Committee Chair within 10 days of the date of the decision of the Hearing Panel.

1. Name of person requesting appeal: _____

Address: _____

Telephone : _____

E-mail: _____

2. Date of original hearing: _____

3. Date of receipt of Hearing Panel decision: _____

4. Basis of appeal: State why the disciplinary action should be overruled or reversed.
Attach additional pages as needed.

(Signature of appealing party)

Date

PLEASE ATTACH A COPY OF THE WRITTEN DECISION YOU ARE APPEALING.