



# BRANTFORD MINOR HOCKEY ASSOCIATION

**P.O. Box 28034, North Park Plaza P.O.  
Brantford, Ontario N3R 7X5**

## **BMHA Discipline Committee Role, Policies and Procedures**

### **Scope:**

- Discipline Committee is chaired by Director of Parental Involvement (DPI). It consists of a panel of volunteer community members who are NOT affiliated with BMHA in any way as a Coach, player, Parent, or Executive member. The committee members must be approved by the BMHA Board of Directors.
- The Chair/DPI will attend all hearings of the Discipline Committee to represent BMHA, but will NOT have any decision making/voting authority.
- If the Director of Parental Involvement is in conflict for a particular issue that is brought to the attention of the Disciplinary Committee, The Associate Director of Parental Involvement will take his/her place as the Chair on a temporary basis. If there is no Associate Director of Parental Involvement available, the BMHA Executive will select an alternate Board Member to fulfill this role on an ad hoc basis.

The BMHA membership will be encouraged to continue to use the **BMHA Complaint Process**, which states:

- 1) BMHA will always attempt to have an issue resolved within the team. Using the formal complaint form to escalate an issue to the Board for resolution should be viewed as a last resort.*
- 2) The person with the complaint should clearly document the specific details surrounding the issue including dates, names, location, bystanders, and actions.*
- 3) The complainant is expected to first raise the issue with the established Parent Rep for the team (in the case of Rep teams) or the Convenor (in the case of House League/Select).*
- 4) All parties should wait 24 hours after the incident takes place but, if they feel strongly, they are permitted to contact the Parent Rep / Convenor at any time. The Parent Rep / Convenor will use their discretion in terms of how to proceed.*
- 5) If resolution is not readily available, a meeting may be called by the Dir. of Parental Involvement at his/her discretion. If warranted, the Director will escalate the complaint to the Disciplinary Committee.*
- 6) In the extreme event whereby a very serious problem directly or immediately threatens the ongoing safety of a player or the continued viability of the Association then the President of BMHA will be notified and he/she has the unilateral authority to take immediate action to nullify that threat regardless of this process.*

- All persons appearing before this Committee shall be given full opportunity to be heard. This Committee shall have the power to hear and finally decide all complaints on matters which pertain to the propriety or lack of a By-law, Rule or Regulation, or the alleged violation of any By-law, Rule or, Regulation.

- This Committee shall also have the power to conduct any investigation or hearing as directed by the Board of Directors from time to time and make a report in writing of such investigation or hearing to the Board of Directors.

-The Committee is encouraged under most circumstances to honour a Progressive Discipline Policy when rendering decisions, ie. For a first offence or one which does not threaten the safety or wellbeing/general enjoyment of a BMHA participant or official, a written warning may be appropriate, with the understanding that a second offence will result in a more serious punishment up to and including removal of the participant from BMHA, if deemed appropriate.

- Issues to be immediately brought to the Disciplinary Committee (bypassing any discussion or investigation by the Director of Parental Involvement or BMHA Board of Directors) are:

7) any matters that are considered to be gregarious in nature, including (but not exclusively):

- physical assault between Coach/player, Coach/parent, Coach/official(\*)
- physical or sexual abuse/harassment (\*\*)
- confirmed use of illegal substances by a Coach, other team official, or player, at a team sanctioned event
- any complaints which are directly against an Executive member. (\*\*\*)

For \* and \*\* - if the Police are contacted regarding the allegation, a copy of the Police report should also be provided to the Discipline committee. Police/criminal investigation and BMHA Disciplinary Committee investigation/hearing are mutually exclusive, however the BMHA Disciplinary Committee and Board of Directors will cooperate fully with all requests for information, etc for the purpose of a Police investigation.

For \*\*\* the BMHA General Manager will be advised of the complaint by the Parental Involvement team and he/she will determine the extent of communication to the Board of Directors and Alliance regarding the complaint/allegation. If the GM determines that Alliance needs to be notified, the President of the Board of Directors will also be advised (unless in cases where he is in direct conflict, in which case the GM will determine whether the 1<sup>st</sup> or 2<sup>nd</sup> Vice President will be notified in lieu of the President).

- Within forty-eight (48) hours of a complaint being initiated that is appropriate for a hearing by the Discipline Committee, the Chair will advise the complainant and Discipline Committee and attempts to schedule a hearing will take place. The hearing must occur within 14 days of the initial complaint and the final report must be submitted to the Chair and President of the Board of Directors within forty-eight (48) hours of the hearing.

-a brief outline of the issue and the findings and recommendations of the Discipline Committee will be presented to the Board at that time. As per the current BMHA Complaint Process/Discipline process: *Once escalated to the Disciplinary Committee, they are granted full discretion and authority to deal with the matter as they feel appropriate and they are empowered to take whatever steps are necessary to come to an appropriate resolution. BMHA will accept their recommendation as final.*