



GLENLAKE MINOR HOCKEY CLUB

DISCIPLINE POLICY

Membership in the Glenlake Minor Hockey Club ("Glenlake"), and participation in its activities, bring many benefits and privileges that are balanced by member and participant responsibilities and obligations. The Glenlake Code of Conduct governs the parameters for these responsibilities and obligations; setting a basic standard for behavior that is expected of all Glenlake members. This policy identifies the procedures to be followed when this standard is not achieved.

Application of this Policy

- 1.1 The Discipline Policy ("Policy") shall serve as the guide for investigations completed by the Glenlake Discipline Committee.
- 1.2 The Policy applies to all members as defined in the Bylaws of Glenlake ("Members") in their activity with or on behalf of Glenlake, including, without limitation, players, coaches, parents, and spectators ("Participants"). This Policy applies to the conduct of Members and Participants at all Glenlake activities, programs, and events.
- 1.3 No action or legal proceeding shall be brought against Glenlake in respect to executing this Policy.

Reporting an Infraction

- 2.1 Any Member may report an infraction. Such a complaint must be in writing and must be made within ten (10) business days of becoming aware of the alleged infraction.
- 2.2 The complaint is required to follow the points of contact outlined in the Dispute Resolution Policy of Glenlake – which includes the 24hr cooling off period – prior to communicating to the Discipline Committee.
- 2.3 The 24 hour cooling off period can be waived by a member of the Discipline Committee if that member deems that there is an imminent safety concern.

Types of Infractions & Sanctions

- 3.1 Failure by a Member or Participant to comply with the expected standard set out in the Glenlake Code of Conduct constitutes an infraction and may result in disciplinary action and the imposition of a sanction. Infractions will be reviewed and decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within the regulations of a hockey governing body like Hockey Calgary or Hockey Alberta.
- 3.2 Infractions are divided into two types, minor infractions and major infractions.

3.3 Minor infractions are single incidents of failing to comply with the expected standards of conduct that generally do not result in harm to others, to Glenlake or to sport. Examples of minor infractions include, but are not limited to:

- (a) single instances of unsportsmanlike conduct;
- (b) single instances of non-compliance with the bylaws, policies, rules, regulations, and directives of Glenlake;
- (c) single instances of disrespectful comments or behavior directed towards others; or
- (d) single instances of being late for, or absent from, Glenlake events and activities at which attendance is expected or required.

3.4 Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result, in harm to other persons, to Glenlake or to the sport. Examples of major infractions include, but are not limited to:

- (a) repeated minor infractions;
- (b) repeated on-ice infractions as per Hockey Canada, Hockey Calgary or Hockey Alberta rules;
- (c) intentionally damaging Glenlake property or improperly handling Glenlake team monies;
- (d) pranks, jokes, or other activities that endanger the safety of others;
- (e) activities or behaviors which interfere with the organization of competition or with any player's or team's preparation for a competition;
- (f) deliberate disregard for the bylaws, policies, rules, regulations, and directives of Glenlake;
- (g) conduct that intentionally damages the image, credibility, or reputation of Glenlake;
- (h) behavior that constitutes bullying, harassment, abuse, hazing or any other infraction as per the Glenlake Abuse Prevention Policy;
- (i) abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance-enhancing drugs or methods; or
- (j) any behavior that does not align with the Code of Conduct.

Disciplinary Sanctions

4.1 Penalties for minor infractions may include a verbal warning, written warning, and request for an apology, service, or other voluntary contribution to Glenlake, removal of certain privileges of membership for a designated period of time, and/or removal from the current activity, including but not limited to suspension from certain Glenlake events or activities, suspension from all Glenlake activities for a designated period, and/or expulsion from membership.

- 4.2 Penalties for major infractions include all the sanctions listed under minor infractions, and may also include: expulsion from certain Glenlake events or activities, expulsion from all Glenlake activities for a designated period, and/or expulsion from membership.
- 4.3 The Discipline Committee reserves the right to amend and/or align Glenlake sanctions and definitions of minor and major infractions with those outlined by Hockey Calgary and Hockey Alberta.

Disciplinary Procedures

- 5.1 The Discipline Committee will determine the format of the disciplinary process, which may involve interviews with parties' involved, persons with knowledge of the issue at hand, written submissions, or a combination thereof.
- 5.2 The Discipline Committee will not share a copy of the complaint, details from the investigation or sanctions levied without the prior written consent of the author or the party who has been sanctioned.
- 5.3 Prior to providing a conclusion, and sending the Conclusion Email (as defined below) the Discipline Committee shall consult with the Secretary, unless such consultation is not possible due to a conflict or in order to preserve an appeal under Section 6.2.
- 5.4 The Discipline Committee will provide a conclusion, delivered in a separate email to the subject of the complaint, at the end of the investigation outlining the complaint, the final findings, and the sanction(s), if any, that were levied ("Conclusion Email"). Glenlake Admin and Secretary will be cc'd in the conclusion email, as well as any necessary Team Managers or Coaches to ensure that the sanction is properly applied and abided by.
- 5.5 Glenlake will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or as necessary for appeal.
- 5.6 All information gathered in the Discipline Committee's investigation shall be kept confidential, and saved in the private email account assigned to each member of the Discipline Committee for a minimum of four (4) years.
- 5.7 In fulfilling its duties, and with the approval of the Executive Committee, the Discipline Committee may obtain independent advice.
- 5.8 Glenlake reserves the right, and at times may be obligated to consult with, and report to Hockey Calgary any information regarding complaints filed, investigations, disciplinary hearings, and any resulting sanctions.

Right to Appeal

- 6.1 Upon service of the Conclusion Email, the subject of the complaint has a right of appeal. Such appeal shall be in writing and delivered to admin@glenlakehockey.com within ten (10) business days from the date of the delivery of the Conclusion Email.

6.2 All appeals from a Discipline Committee shall be heard and decided by the President of Glenlake. If the President is conflicted out, the Vice President of Operations will review the appeal, if they are conflicted out the Treasurer will review the appeal, and at last instance, the Secretary will review the appeal provided they have not been consulted prior to sending the Conclusion Email and they are not in conflict as contemplated by Section 5.3.