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## GCMHA's Discipline Process

The following process is to be used when it is deemed necessary to apply the Association's disciplinary codes to a player, coach, parent or others (i.e., when a suspension is to be handed out).

### Steps:

1. The incident must be documented and confirmed. In most cases it will be the coach or someone associated with the team who will observe and document the incident. *The Critical Incident Report* (see next page) is provided to record such incidents. An email is acceptable as long as the key information is provided to the Convener/Discipline Chair.

In many discipline-related cases, a *Referees Report* will have been forwarded to the Discipline Chair and will supplement the *Critical Incident Report*.

**NOTE:** It is critical that the information is factual. The individual completing the *Critical Incident Report* must be careful to not add personal opinions/conjecture as to either why the behavior occurred or the underlying intent of the behavior. Simply record what occurred.

2. The incident should be reported to the appropriate convener within three days of incident (if a report has not been submitted within three days, the coach must contact the convener by phone or email to 'register' the incident). In a case where a convener is directly involved in an incident and/or puts the convener in a conflict of interest, the report is to be forwarded to the Discipline Chair.

3. The convener and coach (or appropriate individual) need to reach agreement on the incident and disciplinary consequence to be handed out. The Discipline Chair is to be contacted to ensure that the discipline consequence 'fit the crime' and is consistent with other discipline decisions that have been made within the GCMHA.

A discipline decision must not be rushed or used by a coach or convener in a threatening manner. For example, in a situation where a parent verbally abuses a coach following a game, the coach should: i) note incident, ii) indicate to parent that the incident will be raised to the convener, and iii) that the parent may face disciplinary consequences based on the disciplinary guidelines (remember, all parents are to receive a copy of the guidelines at beginning of year). It is very important that the coach does not 'raise' the tension of the situation by threatening suspension; the coach should do whatever possible to diffuse the emotion/anger being expressed and remove self from situation.

4. If a decision is made to apply a disciplinary consequence to a player, coach or a parent, either the convener or Discipline Chair will contact individual to inform him/her of consequence and appeal process (see Step 6 below). It is recommended that the convener communicate the disciplinary decision to the individual.

5. Whether or not the individual accepts the disciplinary consequences, they will apply immediately; suspensions apply to 'meaningful' games (i.e., regular season, playoffs, or tournament games; not exhibition). Failure to respect the consequences will constitute a second offence with more severe penalties.

**NOTE:** *In the case whereby a player receives a permanent suspension, a pro-rated amount of the registration fee may be given back to the player/parents (to be determined by the Executive).*

**"Being involved in hockey is a privilege, not a right. If your behaviour hurts the team, the disciplinary consequences will hurt you."**



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6. If the individual does not accept disciplinary consequences, a second level hearing can be arranged to challenge decision with the VP Hockey Operations, Director House League, and Discipline Chair.

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## Critical Incident Report

The Critical Incident Report is to be used when it is deemed necessary to apply the association's disciplinary codes (i.e., when a suspension is to be handed out) to a player, coach, parent or others.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Individual(s) Involved in Incident (including Team affiliate):**

1. *Joe Hockey, Asst. coach – Gloucester, Atom B1*
2. *Terry Troublemaker, player – Gloucester, Atom B1*

**Witness(es) to Incident (including contact numbers if possible):**

**Description of Incident** (be careful to not add personal opinions/conjecture as to why you think the behavior occurred or the underlying intent of the behavior. Simply record what occurred as factually as possible):

(Use a series of descriptive phrases to describe event rather than one long paragraph)

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**“Being involved in hockey is a privilege, not a right. If your behaviour hurts the team, the disciplinary consequences will hurt you.”**



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Signature – Team Official (e.g., coach)

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