

# VIPERS HOCKEY ORGANIZATION RULES AND POLICIES



## **INTRODUCTION**

These are the conduct policies of the Vipers Hockey Organization concerning all participants in the organization, including players, coaches and parents. It also applies to friends or family members that attend Vipers functions including games, practices, team functions, etc. The fundamental goal underlying these policies is to give the best possible hockey experience to all people who play for our program and those who interact with the Vipers both on and off the ice. It is the core value of our program that the Vipers maintain a positive environment that facilitates fun, development of hockey skills and learning the rewards of teamwork, effort and sportsmanship. Winning will be a by-product of embracing and teaching these principles. These conduct policies are not meant to address every imaginable issue that may come up; the policies are meant to stand as both a guide and basic expectations for participation in our program. Issues that come up that are not directly or expressly addressed by these conduct policies can and will be addressed in accordance with the spirit and intent of the Vipers guiding values and principles that are articulated throughout these materials. Anyone with questions about these policies or the guiding principles and values the Vipers are trying to promote and should contact a Vipers Board Member.

## **VIPERS HOCKEY ZERO TOLERANCE POLICY**

This policy was derived from the NIHL and AHAI Zero Tolerance policies.

The Vipers Hockey Organization continues to vigorously strive for the highest standards of sportsmanship in ice hockey.

Every participant; whether player, coach, referee, official, administrator, parent, or spectator, has a responsibility to comply with and support Zero Tolerance and to behave in a respectable manner.

Zero Tolerance essentially means that everyone involved in ice hockey shall act in a respectful and sportsmanship like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will not be tolerated.

Loss of self-control is NEVER acceptable. Education and enforcement begins at the club level. Every organization is required to take a strong stand against Zero Tolerance violations and aggressively enforce stated penalties.

The Vipers Hockey Organization shall not discriminate against nor deny service based upon race, religion, ethnicity, creed or sexual orientation.

## **PHYSICAL ABUSE POLICY**

The Vipers organization adopts the policy of AHAI that there shall be no physical abuse of any of its or its Affiliate's sanctioned programs, its Tournaments or events, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, District and National Tournaments, or other AHAI/USA Hockey events by an employee, volunteer or independent contractor.

Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical contact may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking or other hockey skills, and communicating with participants during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

## **SEXUAL ABUSE POLICY**

The Vipers organization adopts the policy of AHAI that there shall be no sexual abuse of any participant involved in any of its or its Affiliate's sanctioned programs, its Tournaments or events, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, District and National Tournaments, or other AHAI/USA Hockey events by an employee, volunteer or independent contractor.

Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistakes to the participant's age, nor the fact the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended by AHAI/USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

**In the event of proof of violation of the sexual abuse policy, the Vipers shall notify the appropriate authorities and shall recommend criminal charges against anyone found in violation of either of these abuse policies.**

## **CONSUMPTION ABUSE POLICY**

The Vipers organization adopts the policy of AHAI and, thereby, considers that consumption/ use/ abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey.

Therefore, with the best interests of its participants in mind, the Vipers prohibit use/ abuse by any participant of mood altering substances during active participation in its programs, and, upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time until a full investigation can be completed.

For purposes of this policy, the words mood altering substances shall include the following:

1. Intoxicating beverages, including, but not limited to, alcohol.
2. Non-prescription or prescribed controlled substances
3. Prescription or prescribed controlled substances when used to an excess in violation of doctors' orders, or to produce the state of intoxication in the participant.

A participant shall include players, coaches, team managers, referees, spectators and all persons involved in the conduct of an ice hockey contest.

## **HAZING POLICY**

The Vipers organization adopts the policy of AHAI and USA Hockey that there shall be no hazing of any participant involved in any of its sanctioned programs, Training Camps, Hockey Clinics, Coaches Clinics, Referee Seminars, District and National Tournaments or other AHAI, USA Hockey events by any employee, volunteer, participant or independent contractor.

**Definition:** Conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Any player, team official, executive member of a Team, Club or Association having been party to or having had knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to suspension from playing or holding office with any Team, Club or Association affiliated with AHAI and/or USA Hockey.

## **SOCIAL MEDIA POLICY**

It is the position of the Vipers that ALL participants and family members of shall refrain from participating in any form of electronic cyber communications that are deemed by the Vipers to

be negative, threatening, harassing, derogatory, defaming or otherwise interpreted as cyber harassment. These forums include, but are not limited to Facebook, Twitter, Instagram, internet blogs or any other public online forum.

Per the USA Hockey/AHAI Safe Sport manual:

“...All electronic communication of any kind between coach and player, including social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey/AHAI Program will not be tolerated and are considered violations of USA Hockey/AHAI's Safe Sport Program.”

In this era of social media, the Vipers believe its membership must be held to the highest standard of integrity. Participation in negative, or defamatory online chat room discussions, “tweets”, and/or postings by ANY member of the Vipers will not be tolerated. Violations may be reported to law enforcement with the potential of formal criminal complaints to follow.

A determination of a willful, intentional violation must be made by the Vipers Board after a full investigation and hearing. Once a violation is determined to have occurred by the Vipers Board, then the following suspension guidelines will be followed:

1. Step One (First Violation) – Three (3) game suspension
2. Step Two (Second Violation) –Thirty (30) day suspension
3. Step Three (Third Violation) – *Lifetime Expulsion* from Vipers organization

In the event a question arises regarding the existence of willfulness or intent, the Vipers Board shall have the discretion to deviate from the guidelines and offer a lesser suspension. Also, it is possible for an individual to accumulate three (3) or more violations in the course of a single investigation that may result in a Step-Three violation and lead to a lifetime expulsion from the Vipers organization. In such a case, the Vipers organization will take all extenuating circumstances into consideration and may deviate from the guidelines if compounding violations are found in connection with an individual’s first offense.

## **LOCKER ROOM POLICY**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to VIPERS' goals. The VIPERS adhere to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, the VIPERS have adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Pleasant Prairie RecPlex there are eight (8) locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms. Teams in our program also regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. VIPERS team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

### **Locker Room Monitoring**

The VIPERS have predictable and limited use of locker rooms and changing areas (e.g., generally 30-60 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We encourage our approved team personnel to conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Except for players at the younger age groups (Squirts and below), we discourage parents from entering locker rooms unless it is truly necessary. The reason for this is because the Vipers want to encourage team chemistry and camaraderie, and that can only be accomplished if the

teammates are afforded the opportunities to form those bonds among themselves without parents “hovering”. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

### **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the Vipers will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are only permitted to be used in the locker rooms under the following limited situations.

Taking videos, pictures or using SnapChat or similar programs in the locker room is prohibited except where a team-sponsored photo or video is taken by the coach or at the discretion of the coach while the coach is present in the locker room. Any photo or video that violates the Vipers policies as described herein will result in disciplinary action, including suspension or expulsion depending upon how egregious the violation is, if this policy is violated.

Phones or devices that have the ability to play music may be used in accordance with these policies and the coach’s specific locker room rules, provided that the music is age appropriate and not played to an excessive level that will make conversation in the locker room difficult. In

other words, music from the phone is acceptable provided that it is respectful. If it is not, the phone will be banned from the locker room.

### **Prohibited Conduct and Reporting**

The Vipers prohibit all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment (including discrimination and hazing, all as described in the USA Hockey SafeSport Handbook.

Participants, employees or volunteers in the Vipers who engage in any act of abusive or harassing behavior are subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the harassing behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Any actual or suspected violations should be reported to the Vipers R&E Committee. In addition, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.

### **ZERO TOLERANCE CLASSIFICATIONS**

Class 1 - Inappropriate verbal or non-verbal abuse not covered in Class 2 or Class 3 during Vipers Hockey related functions and activities

Class 2 - Confrontation or reaction to specific events or triggers during Vipers hockey related functions and activities

1. Open disputing or arguing with the decision of a coach, administrator, official, spectator, or player, whether on or off the ice
  - a. For a Class 2 violation, disputing or arguing must be persistent. A possible indication of persistence is issuance of an additional major misconduct penalty and/or ejection (by referee, coach, or parent) from the game.
  - b. If persistence is not demonstrated, a Class 1 or no violation is more appropriate.
2. Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing
  - a. With respect to obscene or vulgar language, a distinction should be made between swearing (perhaps out of frustration) not directed at any individual and language which is directed to any individual associated with the game or hockey function.



- b. Swearing not directed at any individual should be considered a Class 1 violation when the issue is persistent at a game or function or if the violator shows chronic behavior.
  - c. Occasional swearing can be considered no violation with a warning to prevent the behavior from becoming chronic.
  - d. Swearing directed to any individual should be considered a Class 2 violation. Persistent or chronic behavior of this type need not be necessary for disciplinary action to take place.
- 3. Encouraging abusive or unsportsmanlike behavior in any player, coach, official, administrator or spectator
  - a. This is minimally a Class 2 violation and may be Class 3, if encouragement leads to physical violence or fighting. See Class 3-1 violation.
- 4. Taunting or ridiculing of coaches, players, officials administrators, or spectators
  - a. Need not be chronic or persistent. Should be Class 2 violation in most cases.
- 5. Throwing of any object directed in the spectator's viewing area, at a person, in the playing area (including bench area), the ice, or as to create the potential of a safety hazard or issue
  - a. Should always be minimally a Class 2 and a Class 3 violation if resulting in injury.
- 6. Not stopping Zero Tolerance conduct once advised to do so
  - a. This indicates a chronic or persistent problem and should be a Class 2 violation.
- 7. Not voluntarily leaving a facility once advised to do so by any official, administrator or security personnel
  - a. This is always minimally a Class 2 violation. Could be a Class 3 violation, if complete loss of self-control is demonstrated or if violence occurs. See Class 3 violations.

Class 3 - Complete loss of self-control during Vipers Hockey related functions and activities

- 1. Off-ice physical violence or fighting, or abusive physical contact while the person is upset or angry
  - a. This is always a Class 3 violation.

2. Threats of any nature
  - a. Threats can be verbal or physical in nature.
3. Returning to facility after being ejected
  - a. This is always a Class 3 violation, since this behavior can lead to further issues including violence.
4. Any actions that require the use of third parties to control the conduct or situation, such as rink personnel, league personnel, officials, or security personnel

## **II. ZERO TOLERANCE PENALTIES**

### General

1. Penalties listed are a minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or may remain at minimum if there are mitigating circumstances.
2. Suspensions and any appeals must comply with USA Hockey By-law 10 and AHAI By-laws, Rules and Regulations. Each organization should review these and specifically the Affiliate Guidelines and AHAI Rule Articles IX and X.

### Classifications

1. Class 1 Violation
  - a. Minimum penalty - warning with written apology to person(s) offended
  - b. Maximum penalty - 2 game suspension with written apology to person(s) offended
2. Class 2 Violation
  - a. 1st occurrence Minimum suspension 3 games; 5 games for those in official capacity (Board member, coach, manager, etc.)
  - b. 2nd occurrence Minimum suspensions at least doubled (6-10 games, as above)
  - c. 3rd occurrence Minimum 30 day suspension
  - d. All Class 2 violations should also include a written apology to person(s) offended

### 3. Class 3 Violation

- a. Up to one year minimum suspension
- b. Potential referral to AHAI
- c. All Class 3 violations should also include a written apology to person(s) offended

## **III. ORGANIZATIONAL RESPONSIBILITIES**

### A. Define Zero Tolerance Policy/ Code of Conduct

1. The NIHL and AHAI Zero Tolerance policies are the MINIMUM of acceptable policies.
2. Individual organizations must comply with these Zero Tolerance standards. In addition, they are required to develop their own written Zero Tolerance Policy.
3. Develop a Code of Conduct.

### B. Have a Rules and Ethics Committee - The Enforcing Body for Zero Tolerance

### C. Education

1. Mandatory pre-season meeting(s) for parents, players, coaches, board members to define and explain:
  - a. Zero Tolerance Policy, Rules, Definitions and Classifications
  - b. The absolute requirement to comply with Zero Tolerance policies
  - c. Penalties/Disciplinary Action
2. Signed Code of Conduct for every parent, player, coach and board member must include:
  - a. The Zero Tolerance Policy and Code of Conduct of your organization
  - b. Zero Tolerance classifications and minimum penalties

#### D. Enforcement

1. The Vipers Organization has the ultimate organizational responsibility and authority to enforce Zero Tolerance penalties, including the enforcement that all persons associated with their organization comply with the Zero Tolerance Policies.
2. It should be noted that those persons determined to be in violation of the Vipers Organization Zero Tolerance Policies may also be subject to further disciplinary action from NIHL and/or AHAI.
3. “Progressive Discipline” will accumulate throughout the person(s) membership with the organization. It will not be on a season-to-season basis. If a person leaves the club for a period of time and then returns, any discipline received in the past will be taken into consideration if future action is to be taken.
4. “Character-Building Factors” shall be taken into consideration in connection with disciplinary proceedings that relate back to other offenses from prior seasons. Such factors may include positive actions and social responsibility measures undertaken by individuals, on their own, which demonstrate that from the last disciplinary action and the current action, the individual has taken responsibility for his/her actions, has undertaken to change or modify their behaviors, and/or has shown growth and development towards becoming a more responsible member of our program’s community.
5. Any individual found to be in violation of the Zero Tolerance Policy that does not adhere to the penalties assigned by the Vipers Board of Directors may be subject to additional penalties.

### **IV. INDIVIDUAL RESPONSIBILITIES**

#### A. General

1. All individuals must comply with the Zero Tolerance Policies, by-laws, rules, regulations and policies of all governing bodies (Vipers Hockey, NIHL and AHAI)
2. In addition, the following are some specific areas of responsibilities

#### B. Coaches

1. Coaches (*head coach, assistants and instructors*) must abide by the USA Hockey Coaching Ethics Code and Safe Sport Policies, and understand that violations may result in discipline by the Vipers, NIHL, AHAI and/or USA Hockey.
2. Coaches are to make themselves familiar with all rules for the leagues and tournaments in which they play.
3. Keep players safe, but never to use that as an excuse to justify behavior that violates our values and principles.
4. Teaching players the rules of the game and how to play it the right way. Teaching players skills, and building in them a love of the sport.
5. Teaching players to never talk back to an official, parent or coach, and to show respect for all opponents, regardless of the situation, by the coach's example.
6. Foster a culture of mutual respect of players, parents, officials, coaches and opposition. Provide a positive team atmosphere both on and off the ice.
7. Teach discipline, starting at practices so that it is second nature in games, and teaching discipline by the example they set.
8. Be respectful with regards to the use of social media.
9. Head coaches are responsible for obtaining a copy of the official score sheet following the completion of all games and to take appropriate action regarding any resulting suspension(s).
10. Coaches **MUST** notify the Rules and Ethics Chair of the Vipers of any violation of these policies, any game misconduct penalties or any other violations of USA Hockey, AHAI or NIHL rules that may result in a suspension. If the R&E Chair is a coach of the team in which the incident relates or has a player on a team that is involved in the matter, then the coach **MUST** report the issue to the President or Vice President of the Vipers immediately following the incident for further investigation or review.
11. Conduct a pre-season meeting with the parents and players to set expectations for the season including a review of Vipers Rules and Policies.
12. It is strongly recommended that each team have its games videotaped by volunteers. Videotaping responsibilities can be arranged by the head coach or delegated to the team manager as appropriate.

### C. Player

1. Listen, learn and give full effort, and learn to become a good teammate.
2. Exercise self-control both on and off ice at all club functions
3. Learn and demonstrate respect of coaches, officials, teammates, opposition, parents and spectators regardless of situation and whether or not you believe that they are showing you respect.
4. Be respectful with regards to the use of social media.
5. Unsportsmanlike conduct (trash talking, making derogatory comments, swearing, yelling at the referees, opposing team or your own teammates) or the intent to injure another player (slashing, checking from behind, high sticking, etc.) will NOT be tolerated.

### D. Parent

1. Demonstrate a deep respect of officials, coaches, players, opposition, parents, and spectators.
2. Refrain from negative or derogatory comments about players, coaches, officials, other spectators, etc.
3. Set a positive example for your son/daughter.
4. Show and demonstrate for your player how to exercise self-control
5. Conduct themselves in a manner which exemplifies good sportsmanship and fair play.
6. Be supportive of all team players and coaches both on and off the ice.
7. Be responsible to see that their player is in attendance at all practices and games on time.
8. Work with coaches, officials and NIHL, league and organization personnel to assure a positive experience for all
9. Remember that minor officials (e.g. timekeepers, penalty box monitors) are to be professional, impartial, respectful and sportsmanlike

10. Contact their Coach, Manager, Hockey Director, or a Vipers Board Member if a problem exists on their team.
11. Be respectful with regards to the use of social media.
12. Be aware that their conduct at practices, games and any Vipers Hockey related events is a reflection on Vipers Hockey.

### **INVESTIGATIONS BY THE RULES AND ETHICS (R&E) COMMITTEE**

1. The Vipers Hockey Organization (“Vipers”) has a Rules and Ethics Committee that consists of a minimum of three members, including the R&E Chair and at least two (2) other members, which may not be the President or Vice President.
2. The Vipers Rules and Ethics (R&E) committee shall be notified of ALL violations of Vipers policies, as well as NIHL, AHAI and USA Hockey rules that may result in disciplinary action as soon as possible following the incident. This is absolutely required of all coaches, managers, and parents. If the R&E Chair is a coach of the team involved, or has a player on the team involved, then the President or Vice President of the Vipers shall be notified immediately following the incident for review and investigation if necessary. When in doubt, report the incident.
3. Notification to the R&E Committee can be made via the Vipers Rules and Ethics Action Request Form, in person, by phone, e-mail ([vipers.rulesandethics@gmail.com](mailto:vipers.rulesandethics@gmail.com)) or a written letter.
4. Following notification of an incident, the R&E Committee will determine if the nature and severity of the incident necessitates the initiation of a formal investigation. In situations where an incident does not rise to the level of a violation of the Zero Tolerance Policy it may be acceptable to address the issue by other means.
5. If a formal investigation is necessary, the R&E Chair will lead the investigation of the incident or delegate responsibility to another R&E Committee Member as appropriate. If the R&E Chair is a coach of the team involved, or has a player on the team involved, then an R&E Committee Member that does not have a conflict shall lead the investigation.

In situations where no such person exists, then the Vipers outside legal counsel shall appoint the appropriate board member(s) or board advisor(s) to conduct the investigation.

6. The individual leading the investigation should make every effort to immediately conduct interviews with individuals that may have information necessary to facilitate a complete investigation of the reported incident, including coaches, parents, players, officials, rink

employees and opposing players, coaches and parents. Such interviews should take place as soon as possible.

7. The lead investigator shall complete an R&E Investigation Summary. It shall contain findings based on all interviews and other facts obtained through the investigation (e.g. Police reports, facility video feeds, facility incident reports and the like) and shall make a recommendation as to disciplinary action in its final report to the Vipers Board. It shall be incumbent upon the Vipers Board to distribute such reports and resulting disciplinary action to NIHL, AHAI or USA Hockey, as circumstances necessitate and warrant.
8. The Vipers Board is the sole arbiter of disciplinary action resulting from violations of the Vipers Policies. The Vipers Board shall mete out disciplinary action consistent with findings of violations of NIHL, AHAI and USA Hockey rules that require disciplinary measures, and in such cases shall make their complete report and decision in such cases immediately known to the appropriate organization's R&E Advisor.
9. In situations where an incident may involve a conflict of interest with a Vipers Board Member, that member must not participate in any discussions related to the R&E Committee investigation of the incident and will not be allowed to vote on or influence any disciplinary action rulings by the Board of Directors. All Viper Board decisions arising from a disciplinary hearing are considered final.
10. In accordance with the Vipers Bylaws, an appeal can be made to the Vipers President after the hearing.
11. Accordingly, the President shall abstain from voting at the conclusion of a hearing on the disciplinary measure. If the President has a conflict of interest, as determined by outside legal counsel or the President's own admission, then the Vice President shall serve in that capacity. If the Vice President has a conflict as well, then the Treasurer, and then the Secretary, and then the longest serving board member.
12. All board members and advisors and incoming R&E Chairpersons shall undergo training by the past R&E Chairperson on the appropriate handling of a request for investigation and the appropriate manner in which to complete and present a final report with recommendations to the Vipers Board (or league as the case may be), whether such request is made internally or originated by NIHL, AHAI or USA Hockey.



**VIPERS HOCKEY CLUB  
RULES AND ETHICS ACTION REQUEST FORM**

Person(s) Requesting R&E Action: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail \_\_\_\_\_

Date/time of Incident: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Other hockey club involved (if applicable): \_\_\_\_\_

Person(s) action is to be taken against: \_\_\_\_\_

Witnesses to incident: \_\_\_\_\_

Reason(s) for report R & E (please describe the incident in narrative):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The 24-hour rule does not apply to R&E Investigations. Please have this report completed within hours of incident. This form is to be submitted to ANY member of the Rules and Ethics committee, or an officer of the Vipers Board, or to your team manager. The person completing this form **MUST HAVE WITNESSED THE BEHAVIOR OR BEEN DIRECTLY INVOLVED IN THE INCIDENT.**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**VIPERS HOCKEY CLUB  
RULES AND ETHICS INVESTIGATION SUMMARY**

<b>Report Date:</b>		<b>Individual(s) Investigated</b>	
<b>Lead R&amp;E Investigator:</b>		<b>Title:</b>	
<b>Other Investigator(s):</b>		<b>Title:</b>	
		<b>Title:</b>	
<b>Description of the Incident/Allegation:</b>			
<b>Details of the Investigation (including information on interviews conducted):</b>			
<b>Conclusions of Investigation (including violations of Vipers Zero Tolerance Policies):</b>			
<b>Recommended Disciplinary Action(s) by the R&amp;E Committee:</b>			
<b>Final Decision of the Vipers Board of Directors:</b>			
<b>Prepared By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	