

Shawano Hockey League Code of Conduct Manual



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Code of Conduct for Parents, Guardians, Coaches and Players

Introduction:

In personal development throughout youth sports, the player, his/her parents, coaches and administrators play a critical role. To insure that all participants work together to get the optimum benefits from a great sport like youth hockey, they need to be on the same page regarding their roles and responsibilities. Each player must understand and respect his/her relationship with each other, the commitments they share, and the requirements as a member of their team, the club, and USA Hockey. Participants must also recognize that to achieve complete success, they should understand both the values and goals of USA Hockey and the Code of Conduct contained herein. The Code of Conduct has been developed to aid the participants in achieving a level of behavior that will allow all concerned to maximize the benefits of youth hockey development and guide the athlete in becoming a well-rounded, self-confident, and productive human being. Three critical points are required to achieve a positive and healthy relationship between players, parents and coaches. They are to (1) clearly define the roles of each participant, (2) establish rules of behavior, and (3) insure communications of expected conduct to all parties. The contention is that a clear understanding will help to prevent or curtail negative behavior.

Sportsmanship:

A growing problem in youth sports today is the all-too common attitude that winning is everything. Nothing could be further from the truth, and the Shawano Hockey League (SHL) believes this attitude can contribute to players, coaches, and parents displaying poor sportsmanship. In any athletic contest, the competitors should do their best to try and win. After all, striving to win is a part of healthy competition. However, winning or losing is only a result, it should not be the reason we play the game. In addition, we sometimes need to be reminded to respect the opponents and that without them there is no game. We need to applaud good plays by both our team, and by members of the opposing team. Everyone in the game, including the parents and spectators, should have a sense of fair play. Satisfaction for players, coaches, parents and spectators should come from watching athletes playing their hardest and doing their best. There is a big difference between losing and being a loser. If one has done his/her best and played within the rules, a player is never a loser. By the same token, a team may score the most goals in the game, but if the participants aren't humble in victory or played without respect for their opponent, they aren't winners.

Responsibilities:

The Code of Conduct for the SHL is centered on and incorporates the USA Hockey and Wisconsin Amateur Hockey Association (WAHA) Codes of Conduct. The various code provisions give a solid foundation for expectations and goals. The codes set the ground rules, standards of behavior, and establish a perspective regarding the objectives of a youth hockey program.

USA Hockey has emphasized a Zero Tolerance Policy for inappropriate behavior. USA Hockey publishes a Code of Conduct for players, parents and coaches in its Annual Guide. All member clubs are responsible for the dissemination, communication and enforcement of the Code of Conduct. All players, parents, guardians, administrators, and coaches are responsible for being familiar with, and supporting the USA Hockey Code of Conduct. SHL requires that all players, coaches, and parents sign a Shawano Hockey League Code of Conduct

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Agreement that is kept in their team's binder. The signed document contains an acknowledgement that the participants have read, understand, and pledge to behave in accordance with the Code of Conduct of the Shawano Hockey League. The SHL's intent is that this process will help communicate the standards of behavior to all

Participants throughout the SHL, and in doing so, help elevate the level of the youth hockey experience for all concerned.

It must be clearly understood that any player violating the Code of Conduct may result in player suspension for a specified period of time under Rule 410 of USA Hockey Official Rules, or to forfeit his/her member status in the Shawano Hockey League. There will be no refund for any unused registration fees as a result of such suspension and/or forfeiture. Any coach or parent violating the Shawano Hockey League Code of Conduct may be suspended for a specified or indefinite period of time determined by the Shawano Hockey League Code of Conduct Committee.

PLAYERS CODE OF CONDUCT

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they must understand both the values and goals of SHL. How an athlete regards his/her sport is often dependent upon their level of behavior and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete in their effort to achieve a level of skill and development which will allow them to become a well-rounded, self-confident, and productive human being.

Athletes Have a Responsibility To:

1. Treat everyone fairly, regardless of gender, place of origin, color, religion, political belief, or economic status.
2. Do not direct comments or criticism at the individual.
3. Consistently display high personal standards and project a favorable image of your sport.
4. Refrain from public criticism of other athletes, coaches, or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
7. Refrain from the use of profane, insulting, harassing, or otherwise offensive language.
8. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment, and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well-being and when they are making decisions regarding the athletes' ability to continue to play or train.
9. Regularly seek ways of increasing your athletic development and self-awareness.
10. Uphold the rules of the sport, the spirit of such rules, and encourage other athletes to do the same.
11. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
12. Be aware of the role sport plays in all athletes' lives and respect the efforts and commitments made by yourself and other athletes as you strive to balance physical, mental, emotional, and spiritual elements of your lives.

Athletes Must:

1. Report inappropriate behavior of players, coaches, volunteers, and parents to SHL officials.
2. Participate in a manner that ensures the safety of athletes, coaches, and officials that participate in the game.
3. Respect other athlete's: verbal and/or physical behaviors. Never engage in harassment or abuse.
4. Never advocate or condone the use of drugs or other performance enhancing substances.
5. Never use or condone the use of alcohol.

Any Of The Following Acts Will Result In Disciplinary Action:

1. Any major incident or repeat minor incident as defined in the SHL Code of Conduct Guidance Policy will result in at least ONE game suspension with further disciplinary actions to be determined by the Conduct Committee.
2. Any WAHA or USA Hockey imposed suspension, for any reason, will result in at least a ONE game suspension with the potential for an additional SHL imposed suspension. Further game suspensions or disciplinary action beyond ONE game will be determined by the Code of Conduct Committee.
3. It is expected by SHL that a suspended player still attend practices during the time period of the suspension with the coach's determination of what would constitute an appropriate practice for a suspended player. SHL expects the suspended player to be present on the bench with his/her team during the game in appropriate protective attire (Helmet) until the mandated game suspensions are served, unless otherwise directed by WAHA or USA Hockey. If the player is not on the bench during his/her suspended game and acting in accordance with the Players Code of Conduct, it will be considered that the player did not serve his/her suspension and will have to serve it at a subsequent game.

COACHES CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal, as well as athletic development, of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must not abuse it. Coaches must recognize that they are conduits through which the values and goals of a sports organization are channeled. How an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will encourage their athletes in becoming well-rounded, self-confident, and productive human beings.

Coaches Have A Responsibility To:

1. Treat everyone fairly, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
2. Do not direct comments or criticism at the individual.
3. Consistently display high personal standards and project a favorable image of their sport and their coaching.
4. Refrain from public criticism of fellow coaches, athletes, officials, and volunteers when speaking to the players, media, or in recruiting athletes.
5. Abstain from the use of tobacco products, while in the presence of his/her athletes, around & during the time of practices & games.
6. Abstain from drinking alcoholic beverages when working with athletes.
7. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate the athletes as to their responsibilities in contributing to a safe environment.
10. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
11. Regularly seek out professional development and self-awareness improvement opportunities.
12. Treat opponents and officials with respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
13. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involve them in development decisions and opportunities pertaining to their child.
14. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

15. Conduct practices and games in a manner that optimizes team and player success.

Coaches Must:

1. Ensure the safety of the athletes with whom they work.
2. Never become intimately and/or sexually involved with the athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
3. Respect athletes: verbal and/or physical behaviors. Never engage in harassment or abuse.
4. Never advocate or condone the use of drugs or other performance enhancing substances.
5. Never provide underage athletes with alcohol and never encourage its use.
6. Document/Report, to the Conduct Committee by the use of the "Conduct Complaint Form", any major incident, or any repetitive minor incident, as defined in the Code of Conduct Committee Guidance Policy, which the coach feels, is detrimental to the team as a whole.

PARENT CODE OF CONDUCT

The USA Hockey Board of Directors has adopted the recommendations of the Adult Behavioral Task Force as it relates to spectator behavior during youth hockey games. The following "Spectators' Code of Conduct" was established and a procedure to address improper behavior was implemented.

SPECTATORS' CODE OF CONDUCT

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
- Cheer good plays of all participants.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and is not acceptable.
- Provide a safe and fun environment; throwing objects on the ice surface can cause injury to players and officials.
- Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety and remain alert to help prevent accidents.
- Respect locker rooms as private areas for players, coaches, and officials.
- Be supportive after the games, win or lose. Recognize good effort, teamwork, and sportsmanship.
- Refrain from public criticism of players, coaches, fellow spectators, and parents.
- Abstain from drinking alcoholic beverages when around athletes.

On-Ice officials are directed to stop the game when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The On-Ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the SHL Board of Directors and/or rink officials. Examples of inappropriate and disruptive behavior include:

- Use of obscene or vulgar language, to anyone, at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence, or physical violence.
- Throwing of any object in the spectators' viewing area, players' bench, penalty box, or on the ice surface.

Code of Conduct Agreement

The undersigned player, coach, parent or guardian acknowledges that Shawano Hockey League (SHL) has adopted a Code of Conduct for players, coach, parent or guardian, and that each of the undersigned has individually read, understands, and agrees to adhere to this Code of Conduct Agreement.

The undersigned states that they clearly understand that breaking any of the Shawano Hockey League Code of Conduct rules may cause the player to be suspended for a specified period under Rule 410 of USA Hockey Official Rules, or to forfeit his/her member status in the Shawano Hockey League. Any coach or parent/guardian that breaks the Shawano Hockey League Code of Conduct may be suspended from participating in Shawano Hockey League sanctioned events for a specified or indefinite period of time based on a review and ruling by the Shawano Hockey League Code of Conduct Committee.

ANY SUSPENSION BASED UPON RULE 410 OF THE USA HOCKEY OFFICIAL RULES, OR DETERMINED BY THE SHAWANO HOCKEY LEAGUE CODE OF CONDUCT COMMITTEE, MAY RESULT IN THE FORFEITURE OF ANY REGISTRATION FEES THAT A SHAWANO HOCKEY LEAGUE MEMBER HAS PAID. THERE WILL BE NO REFUNDS!!!

Player:

I have read, understand, and agree to be held accountable for behavior contrary to the Code of Conduct of the Shawano Hockey League.

Printed Name: _____

Player's Signature _____ Date: _____

Parent/Guardian:

I/we have read, understand, and agree to be held accountable for behavior contrary to the Code of Conduct of the Shawano Hockey League.

Printed Name (1) _____

Signature _____ Date _____

Printed Name (2) _____

Signature _____ Date _____

Coach:

I have read, understand, and agree to be held accountable for behavior contrary to the Code of Conduct of the Shawano Hockey League.

Printed Name: _____

Coach's Signature _____ Date _____

Updated 2015

Code of Conduct Committee Guidance Policy

This document describes the Shawano Hockey League (SHL) Code of Conduct Committee Guidance Policy. The following sections are part of this guidance policy:

1. Purpose
2. Code of Conduct Committee Members
3. Confidentiality Requirement
4. Incident Guidelines
5. Responsibilities
6. Complaint Procedure
7. Committee Hearing Procedure

Purpose:

The Shawano Hockey League promotes good sportsmanship by all participants; this includes, but is not limited to coaches, players, volunteers, parents and officials. This policy governs all participants before, during, and after all SHL sponsored events, i.e. home and away games, social functions, and overnight stays at hotels. When situations and circumstances arise that are not covered specifically by this policy, the Code of Conduct (CoC) Committee will make a determination, based upon the best interest of the League, and in accordance with its general principals.

The purpose for implementing this program is:

- a. SHL members must be good sports on and off the ice while visiting other associations, when hosting home events or while participating in community activities while representing the SHL.
- b. We want all SHL members to be proud of their organization while enjoying a program that promotes player growth in a family type atmosphere.
- c. SHL supports and will enforce all of USA Hockey's and Wisconsin Amateur Hockey Association's (WAHA) Code of Conduct Policies and Procedures and USA Hockey's Zero Tolerance Policy.

Committee Members:

The committee members will be appointed by the President of the SHL Board of Directors with the approval of the majority of the Board of Directors at the beginning of the SHL season. All members on the committee will have an equal vote on any issue brought to the committee for resolution with the exception of the Committee Chairperson who has a vote only in the case of a tie. The committee will be made up of one SHL member representative, per team, from each level of play. If there are multiple teams at the same level, each team will be represented.

Chairperson: Vice President of the SHL Board of Directors

Members:

Mites	Squirts
Pee Wees	Bantams
High School (non-WIAA)	One coach's representative
Two players (Bantam level or above)	
Two or Three at-large members (this may be SHL members or members of the community)	

Confidentiality Requirement:

- a. Each member of the committee will exercise care not to disclose confidential information acquired in connection to their status as a member of the Code of Conduct Committee as the disclosure may be adverse to the interest of USA Hockey, WAHA or SHL.

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b. Information received by a Code of Conduct Committee Member in the performance of his/her responsibilities as a committee member will be treated as confidential unless otherwise determined by the Board of Directors.

Incident Guidelines:

- a. Minor Incidents: non-serious incidents that involve, but are not limited to: unruly behavior, inappropriate language, poor sportsmanship or not being a good teammate. The following are not considered "conduct" related incidents: playing time, coaching philosophy, practice utilization, or playing position. Concerns over these matters should be discussed with the teams head coach.
- b. Major Incidents: incidents, serious in nature, that involve but are not limited to: repeat incident of a minor incident, sexual or physical assault, abuse of alcohol or controlled substances, stealing or vandalism of property.
- c. Suspension: SHL does not have an automatic suspension for non-playing rules violations. Each incident will be reviewed and the appropriate action or non-action will be taken. Player rules violation, while on the ice, will be enforced per the current USA Hockey and WAHA rules and guidelines.
- d. Non-hockey related suspension: the SHL encourages all of its members to be good citizens and students. In the event of a community or school infraction (i.e. school suspension), the SHL, its board, and its coaches, will support a parent or guardians decision to remove a player from practice or games as they determine necessary. As soon as a parent or guardian imposed suspension has been lifted, the player will return to the team in good standing.

Responsibilities:

- a. Head Coach (per team)
 - i. Resolve minor incidents.
 - ii. Authority to suspend player for a maximum of ONE game.
 - iii. Submit in writing, to the Chairperson of the Conduct Committee, by use of a Conduct Complaint Form, within five (5) days of any player receiving a second coach's suspension or major incident. With any Conduct Complaint Form submitted, the coach should make a recommendation for what disciplinary action he/she thinks would be appropriate.
 - iv. Enforce the USA Hockey Official Rules of Ice Hockey, WAHA Guidebook, and SHL Policies and Procedures.
- b. Code of Conduct Committee
 - i. Meet with all participants within seven (7) days of receiving an "unresolved" complaint form, disciplinary letter, or notice from WAHA or USA Hockey.
 - ii. Authority to increase or decrease any and all individual or team suspensions, as long as the minimum standards of WAHA and USA Hockey are enforced.
 - iii. Enforce the Official Playing Rules, Policies and Procedures of USA Hockey, WAHA and SHL.
 - iv. Report to the Board of Directors the issue and action taken through the Code of Conduct Committee minutes given by the Chairperson of the Code of Conduct committee (Vice President of the SHL Board of Directors or his designated substitute) at the SHL Board of Directors meeting.
 - v. Keep all personal information confidential.
 - vi. Maintain overall authority for any conduct violations.
 - vii. Keep on record all Conduct Committee meeting minutes, all submitted Conduct Complaint Forms (resolved or unresolved), WAHA or USA Hockey Disciplinary letters, and any other pertinent information regarding disciplinary actions. The Chairperson of the Code of Conduct committee will be responsible for the safe and confidential keeping of this file.

Complaint Procedure:

- a. Step One
 - i. For minor issues, approach the individual who you have a concern with.
 - ii. Discuss the situation and agree to a mutual understanding of each other's concerns and determine a resolution for the issue.
- b. Step Two
 - i. If the issue cannot be resolved between the two members concerned, approach the team's head coach. The head coach will meet with all parties and assist in resolving the issue. If the head coach is unable to achieve an agreement between the parties, approach the team representative who is on the CoC Committee. The Committee member will assist the parties in coming to a mutual resolution of the concern. If it cannot be resolved at this level, proceed to step three. If the complaint is resolved at this level, a Conduct Complaint Form should be filled out by the committee member and submitted to the Chairperson of the CoC Committee to place in a file for safe keeping.
 - ii. If the issue involves a coach and after meeting with the coach, an agreement is not reached, discuss the situation with the CoC Committee coach's representative to see if a resolution can be achieved. If it cannot, proceed to step three. The coaches' representative on the CoC Committee will fill out a complaint form and submit it to the Chairperson of the CoC
 - iii. Committee whether a resolution is achieved or not.
- c. Step Three
 - i. If a complaint cannot be resolved, submit in writing, to the Chairman of the Conduct Committee, a Conduct Complain Form (marked "unresolved"), detailing the issue including the steps taken in trying to resolve the concern. Conduct Complaint Forms may be obtained from any member of the Conduct Committee and will be available at the Crawford Center.
 - ii. The Conduct Committee will review the issue and meet with all parties (according to the Conduct Committee Hearing Procedure) and come to a decision that is final for the resolution of the complaint, pending the next SHL Board of Directors meeting at which the CoC Committee's actions will be presented by the Chairperson of the Conduct Committee (Vice President of the SHL Board of Directors). There is no appeal process after the Board of Directors of SHL has heard the committee's actions and resolution(s) to the complaint.

Committee Hearing Procedure:

Any hearing convened shall be conducted under the following rules:

- a. Hearing Time Frame: the Code of Conduct Committee shall offer to hold a hearing within SEVEN (7) days of:
 1. Receipt of an unresolved Conduct Complaint Form
 2. Receipt of a letter of disciplinary action from WAHA or USA Hockey
- b. Hearing Notice:

The Conduct Committee shall provide at least THREE (3) days' notice, to the person(s) involved in the complaint or letter, of the convening of the Conduct Committee's hearing.
- c. Hearing Location:

The hearing shall be convened in a location which is accessible to all person involved with the complaint.
- d. Hearing Procedure:

The person(s) shall be afforded a fair hearing, which shall include, but not necessarily be limited to:

 1. Reasonable notice of the grounds for the complaint

2. The possible consequences of an adverse finding; and
3. The reasonable opportunity to present their case and argument in accordance with the Conduct Committee's purpose and guidelines.

e. Code of Conduct Committee Hearing:

The Code of Conduct Committee may, in its discretion, hold a formal or informal hearing. They may also hear any evidence it believes is relevant to the issue(s) before it, place limits on time, evidence and documentation, have witnesses or written statements, establish other hearing rules so long as each person is treated in a substantially equal manner.

f. Decision:

Decisions will be made by majority rules of the voting committee members at the meeting. Ties in voting will be broken by the vote of the Chairperson of the CoC Committee. The CoC Committee will use reasonable efforts to:

1. Render its decision to the persons within THREE (3) days of the close of the hearing; and,
2. Prepare a written decision to the person(s) within five (5) days of the close of the hearing. The written decision shall contain finding of the material facts, conclusions and the disciplinary action or non-action taken. The official written summary will be included on the Conduct Complaint Form. All CoC Committee actions will be provided to the SHL Board of Directors by the Chairperson of the CoC Committee or his/her appointed substitute at the next scheduled SHL Board of Directors meeting. The SHL Board of Directors will serve as the final appeal process.

g. Scope of Suspension:

Except as set forth in the Bylaws of USA Hockey or WAHA, any suspension invoked after the hearing shall be in effect only for the program governed by the suspending authority, subject to the applicable state association of Affiliate Association's authority to review, affirm, extend or modify the action taken. If the suspending authority wishes to extend any suspension it ordered beyond its program, it must notify, as applicable, WAHA.

Conduct Complaint Form



(Must be filled out and submitted within 10 days of the incident occurring)

Date Form is Completed: _____

Person Filing Complaint: _____

Home Address: _____

City, State, Zip Code: _____

Home Phone w/Area Code: _____

Email Address: _____

Date of Incident: _____

Place/Time of Incident: _____

Name of Offender(s): _____

Code of Conduct Committee Member or Coach Handling the complaint:

DESCRIPTON OF COMPLAINT:

***Please submit Conduct Complaint Form to your Code of Conduct Committee Chairperson / Coaching Representative or to one of the At Large Committee Members within 10 days of the incident occurring. The Code of Conduct Team is posted on the SHL website. Forms will be forwarded to the Code of Conduct Team Board Representative, for Board review, whether resolved or not.

STEPS TAKEN TO RESOLVE COMPLAINT:

For use by the Code of Conduct Committee

FINDINGS AND ACTION OF CONDUCT COMMITTEE CONCERNING UNRESOLVED COMPLAINTS (please attach a sheet if more space is required).

COMPLAINT STATUS: (PLEASE CIRCLE ONE)

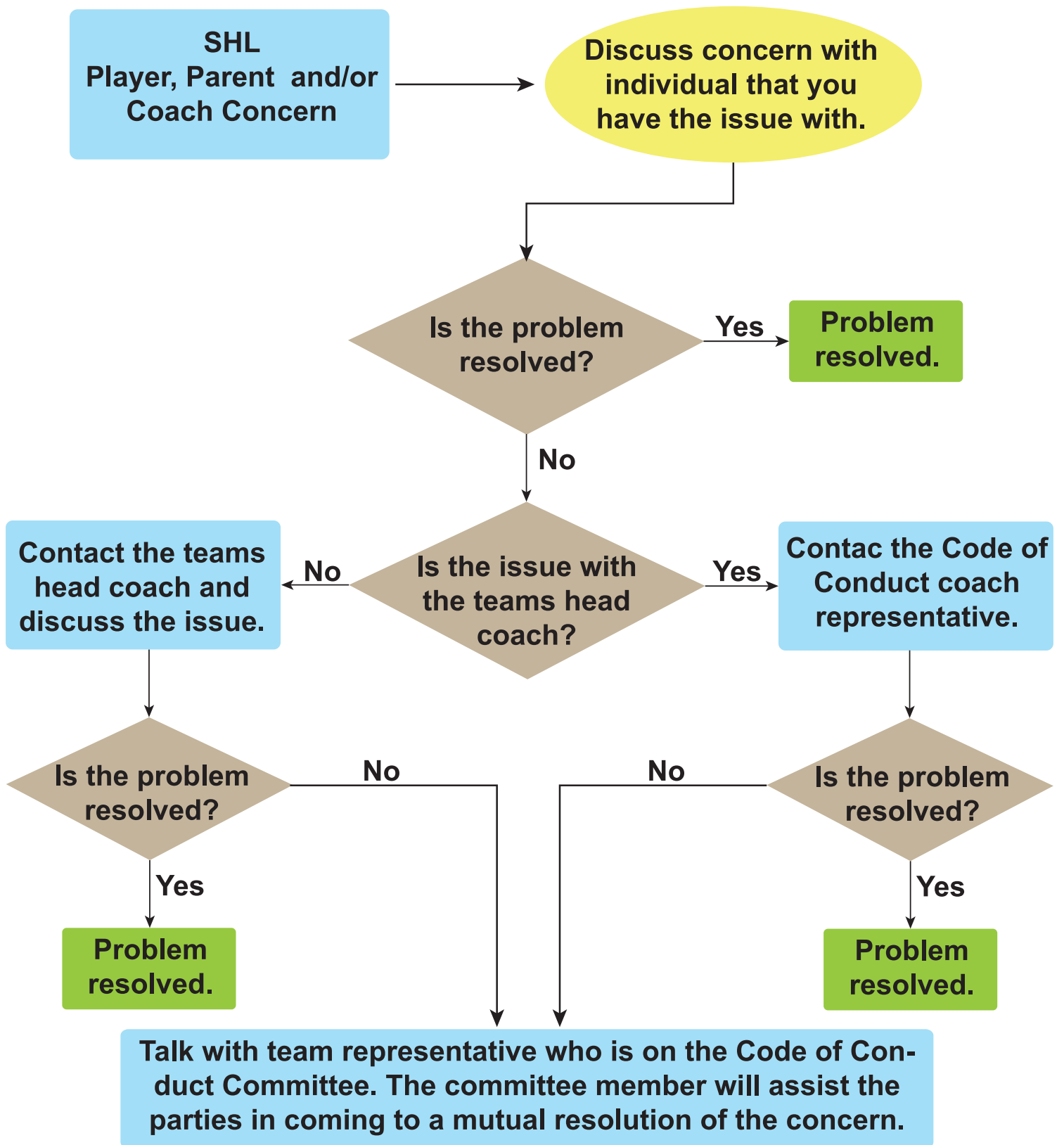
RESOLVED

UNRESOLVED

***Please submit Conduct Complaint Form to your Code of Conduct Committee Chairperson / Coaching Representative or to one of the At Large Committee Members within 10 days of the incident occurring. The Code of Conduct Team is posted on the SHL website. Forms will be forwarded to the Code of Conduct Team Board Representative, for Board review, whether resolved or not.

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Complaint Procedure for Code of Conduct



If all the following procedures are followed and the issue is still not resolved, please fill out the Conduct Complaint Form found on the SHL website. Submit the form to the CoC Committee Chairperson for review.