

SOP: Disciplinary Process

Coeur D'Alene Hockey Association  
Standard Operating Procedure  
"Disciplinary Process"

Effective Date: 7 January 2021

Date Issued: 7 January 2021

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POLICY

The purpose of this policy is to define the disciplinary process, which includes the formation of the Disciplinary Committee, filing of complaints and/or grievances, disciplinary decisions and appeals of disciplinary decisions under the Coeur D' Alene Hockey Association. The Coaching Director(s), SafeSport coordinator IAHA or CDAHA President, and the Disciplinary Committee will have the right to investigate, warn, suspend and remove any coach, player, parent or spectator from any Coeur D' Alene Association (CDAHA) game or event for conflicts that can be proven to have merit. All formal complaints will result in an investigation by the Coaching Director(s) and/or the Disciplinary Committee. Their final decision will stand, pending any appeals.

This policy does not replace the policy and procedure of violations that are deemed SafeSport Violations. All SafeSport violations will be handled in accordance to Safesport.

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PROCEDURE

Formation of Disciplinary Committee:

1. The Disciplinary Committee will consist of the CDAHA President, Disciplinary Committee President, SafeSport coordinator, and Manager and Hockey Coaching Director. If any of these positions are vacant or there is a conflict of interest (i.e., a member of the Committee is associated with a team member subject to investigation), the President will appoint another current CDAHA Board Member to be on the committee. The Disciplinary Committee will review any complaint against a coach, player, parent or spectator in which suspension or dismissal was the determination as a result of a complaint investigation.

Complaint Process:

1. The complaint must be submitted on an official CDAHA Complaint Form and forwarded to an Executive Board Member.
2. No complaint will be reviewed unless an official complaint form is submitted to the Executive Board.
  - a. The formal complaint must be submitted in writing using the official CDAHA complaint form.
  - b. The formal complaint may be submitted via email, mail or hand delivery to any CDAHA Board.
3. The President will notify parties subject of investigation of the formal complaint and that an investigation will be conducted by the Coaching Director(s) or Hockey Commissioner.
  - a. This notification will take place within forty-eight (48) hours of receipt of the formal complaint during the hockey season. If the complaint is filed during "off season", notification will occur within five (5) business days.
4. Once the parties subject to investigation have been notified of the complaint, the Coaching Director(s) or the Head Manager has seventy-two (72) hours to conduct an investigation and submit its findings and

recommendations to the Executive Board if during the hockey season. If the complaint is during the “off season”, the investigation will be completed within five (5) business days.

- a. The Head manager will review all formal complaints directed at managers.
  - b. The Hockey Coaching Director will review all complaints against hockey coaches, players or spectators.
5. Once the Executive Board has been notified of a final decision on the complaint, the party being investigated will be notified of the outcome within twenty-four (24) hours if the complaint took place during regular season. For “off season” complaints, the party being investigated will be notified within three (3) business days.
6. If, as a result of the investigation, the disciplinary decision is one of suspension or dismissal, the Disciplinary Committee will formally review the complaint and subsequent investigation.
- a. The Disciplinary Committee may agree with the recommended disciplinary action or recommend a informal hearing.
7. If the Disciplinary Committee deems an informal hearing is warranted, parties must be notified verbally.
- a. If an informal hearing is warranted, it will be conducted within forty-eight (48) hours of all parties being verbally notified if the complaint was during the season. If during “off season”, the hearing will be conducted within five (5) business days.
  - b. The notice must include the date and place of hearing and a list of specific allegations if a hearing is warranted.
  - c. Parties under investigation shall have the right to introduce witnesses and/or bring documents to support a defense and inspect any item introduced as evidence at the time it is presented.
  - d. After the hearing, a written statement and decision must be delivered to each party within five (5) business days of the hearing. This statement must include any penalties imposed.
  - e. Hearing contents must be documented.

#### Appeals Process:

1. Any person suspended or otherwise disciplined may appeal that suspension after the hearing or failure to have a hearing.
2. The Appeal Authority for suspensions for violations of Bylaws or rules of CDAHA is either (a) the entire Board of a state association, (b) the entire Board of an Affiliate, or (c) a designated committee of a state association or Affiliate.
3. CDAHA will follow USA Hockey Bylaw-10.

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## RESPONSIBILITIES

#### Complainant:

1. Submit a formal CDAHA Complaint Form, describing the issue in detail to any CDAHA Board Member via email, mail or hand delivery.

#### President:

1. Notify the parties subjected to investigation of the formal complaint.
2. Disseminate the formal complaint to the Hockey Coaching Director or Hockey Commissioner.
3. Notify all involved parties of the final outcome of the complaint investigation.
4. Forward any appeals to the Idaho Amateur Hockey Association

#### Hockey Coaching Director:

1. Review formal complaints directed at any hockey coach, hockey player and spectator.

2. Conduct and document any investigation into a formal complaint.
3. Notify the Executive Board of any disciplinary action rendered as a result of the complaint.
4. Refer any disciplinary decision of suspension or dismissal to the Disciplinary Committee for review.

Head Manager:

1. Review formal complaints directed at any manager.
2. Conduct and document any investigation into a formal complaint.
3. Notify the Executive Board of any disciplinary action rendered as a result of the complaint.
4. Refer any disciplinary decision of suspension or dismissal to the Disciplinary Committee for review.

SafeSport Coordinator:

1. Review formal complaints for potential SafeSport violations.
2. Conduct and document any SafeSport violation.
3. Notify the executive board of disciplinary action rendered as a result of the violation.
4. Refer any disciplinary decision of suspension or dismissal to the Disciplinary Committee for review.

Disciplinary Committee:

1. Review disciplinary decision of suspension or dismissal.
2. Approve disciplinary decision or recommend a informal hearing.

Executive Board:

1. Conduct a informal hearing at the request of the Disciplinary Committee.
2. Approve disciplinary decision or render alternate disciplinary decision.

