

## REVIEW PROCESS FOR CODES OF CONDUCT

### 1. General

The rules and processes of this section apply to all members of the Association for all AAHA sanctioned activities and are enforceable to address violations of the rules, policies and Codes of Conduct of AAHA, District 15, MN Hockey and USA Hockey. Rule, policy and Codes of Conduct violations are not limited to infractions incurred during the play of a hockey game. Reported rule, policy or Codes of Conduct violations by any player, coach, parent or Association member will be reviewed to determine if disciplinary action is warranted. All reported rule, policy or Codes of Conduct violations that occur "in-season" will be investigated and reviewed by the Review Panel. "In-season" is the first day of tryouts to the last day of the specific player's team season. A Review Panel will consist of the Vice President, Hockey Director and the Age-Level Coordinator. If there is a conflict of interest on the Review Panel, a different Executive Committee member will substitute as a fill in. Should all Panel members not be available during a reasonably expeditious timeframe, a minimum of two members from the Panel will conduct the disciplinary investigation and review and determine the necessary course of action. The Panel will notify the President of any and all discipline action recommendations. These may include but are not limited to: suspension of a player, suspension of a coach or revocation of member participation in any AAHA activity. District 15, MN Hockey and/or USA Hockey may administer additional action. Any termination of Association membership is a Board of Directors decision.

### 2. Review Process

In the event that any AAHA, District 15, MN Hockey or USA Hockey rule, policy or Code of Conduct is violated, the following process will be executed:

- a. A complaint or report of incident must be submitted in writing to members of the Panel or President of AAHA to insure consideration by the Panel. It is recommended that a complaint or report of incident be submitted within 10 days of the rule, policy or Code of Conduct violation that took place. No anonymous complaint or report of incident will be considered by the Panel. Any AAHA member or arena staff can report a violation.
- b. The member of the Panel or President that receives the complaint or report of incident will initiate the review process within twenty-four (24) hours of receipt of that complaint or report of incident.
- c. The member of the Panel who receives the complaint or report of incident will contact all other Panel members and dispense all pertinent information accordingly. The available Panel members will schedule a meeting within seven (7) days after receipt of a complaint or incident.
- d. The Panel will notify all persons involved that the disciplinary review process is being initiated regarding the complaint or report of incident. The Panel must insure the person(s) for which the complaint is against is provided the opportunity to meet with the Panel or allow for a written response to be submitted. The Panel will decide on two dates and times for a meeting with all person(s) involved. If these dates and times do not work for the person(s) involved, a written response is the only alternative to address the complaint or report of incident. Any review involving the presence of a minor must be accompanied by a parent or guardian. The response must be given within forty-eight (48) hours following notification of the complaint.

- e. The complaint or report of incident will be reviewed and a course of action determined. The Panel will recommend to the Executive Committee the disciplinary action to be taken. The Executive Committee will have forty-eight (48) hours to respond.
- f. The Panel will provide a written notification of any disciplinary action approved by the Executive Committee being administered to the affected individual or individuals within forty-eight (48) hours of a decision being rendered and Executive Committee approval received.

### 3. Timeline

All reviews will be completed within 14 days of the receipt of any written complaint or report of incident. If additional time is necessary, it must be approved by the Executive Committee and written notification will be sent to the affected individual or individuals.

### 4. Appeal Process

Appeals to disciplinary action administered by the Panel must be submitted to the Association President in writing within ten (10) days of receipt of the disciplinary action notification. The Association President will appoint a grievance committee. Grievance committee cannot include any of the initial review panel. The grievance committee will insure all disciplinary processes were completed appropriately. The committee will submit their findings within ten (10) days to the Association President. The Association President has the authority in determining the final decision. Any disciplinary action rendered by the Panel will remain in effect during the appeal process.

### 5. Consequences

- 1<sup>st</sup> Violation: The player will lose eligibility for up to 2 games or one week. Player may participate in team practices during the suspension.
- 2<sup>nd</sup> Violation: The player will lose eligibility for the lesser of 6 games or four weeks. Player may participate in team practices during the suspension.
- 3<sup>rd</sup> Violation: The player will lose eligibility for the lesser of 12 games or 8 weeks. Player may not participate in team practices during the suspension.

The consequences listed above provide a three-tiered system of how to handle violations. The Board, may impose an additional penalty or suspension. Consequences will be progressive beginning with a player's 1<sup>st</sup> violation in two stages of an AAHA player's career; Mites through squirts/U10 and Peewees/U12 through Bantams/U15. In a player's first season with AAHA as a Peewee/U12, all prior violations will be removed from the players record.

Any legal issue "in-season" will skip the review process and automatically result in disciplinary actions.

Individual Team Rules: Coaches may establish their own general rules for the players on their teams. These additional rules must be clearly communicated to members of the team. Additional penalties imposed by the coach may not exceed those possible consequences through the Code of Conduct process.