



BISMARCK HOCKEY BOOSTERS DISCIPLINARY POLICY

Adopted August 31st, 2016

Statement of Policy and Intent

It is the policy of the Bismarck Hockey Boosters (hereinafter "BHB") that all of its' players, parents, coaches and any other individual participating in the activities of BHB (referred to collectively as "Member(s)") exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parent's Code of Conduct, USA Hockey Participant's Code of Conduct, USA Hockey Coach's Code of Conduct, and the USA Hockey Zero Tolerance Policy.

It is the intent of BHB to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by BHB, USA Hockey, or any other participating event. An individual is participating in a sponsored activity if he or she is a spectator, a volunteer official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on a BHB team or in attendance at any event sponsored by BHB.

When it is found that a Member has violated a level infraction or the Code of Conduct, BHB will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

Definitions

"Assistant Coach" means a certified coach that serves under the direction of the Coach.

"Board" means the BHB Board of Directors.

"Coach" means the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games.

"Disciplinary Committee" means the BHB committee responsible for administering this policy and guideline.

"Hearing Committee Chair" means the Board member of BHB that has been assigned to the Discipline Committee.

“Off-Ice Coordinators” are in charge of handling all off-ice matters related to their designated level and serve as that levels liaison to the SafeSport Coordinator for parents, Team Managers, Locker Room Monitors, and any other staff member and/or volunteer at their level, regarding any issue or allegation that may arise.

“Member” means an individual that is registered as a member of the BHB, including any player, parent or coach.

“Other Individual Associated with the Association” means an individual that participates in BHB’s activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of BHB or another game official.

“Special Meeting” means a meeting called by the Hearing Committee Chair to address a disciplinary matter that warrants a review before the next regular Discipline Committee meeting.

“Taunting or Threatening” means to address an individual or individuals in an intimidating, mocking, insulting, or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

Authorization

The Committee has the full power and authority to carry out and administer the provisions of this policy and guideline.

Bismarck Hockey Boosters Discipline Committee

The Committee consists of four reasonably disinterested and impartial persons, appointed by the President of the Board. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member to serve as a temporary member.

Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of a level infraction or the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the Committee that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another member as provided above.

Any other Member of the Committee may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

Duties of the Committee

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated a level infraction;
3. Issue punishment commensurate with the severity of the offense when the Committee finds that a violation has occurred;
4. Report to the Board regarding its activities; and
5. Conduct other business as necessary to carry out its duties.

The Committee will meet as necessary during the scheduled season to carry out its duties. All members of the Committee must be present to conduct any business or discuss any disciplinary matters.

The Committee will also review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure game suspensions are appropriately served and documented.

Powers of the Committee

The Committee can receive allegations from members via their Off-Ice Coordinator, Hearing Committee Chair or President alleging violations of a level infraction, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The Committee has the power to determine punishment, as described in the section titled Punishments, Terms and Conditions, including the termination of membership.

Procedures

The following procedures are used to review allegations:

1. Notice of an Issue: Any Member may notify their Off-Ice Coordinator about an issue that he or she believes warrants the Committee's attention. If there is a conflict with the Off-Ice Coordinator, the Member may notify the President of the Board or the Hearing Committee Chair. Notice is to be provided to the Committee in writing, using the BHB Grievance Form available on the BHB website.
2. Distribution of a Notice: The Hearing Committee Chair is to distribute all Notices received to all Committee members as soon as possible.
3. Notice to Parties: The parties that are the subject of the Notice will be notified within 7 days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled Review Meeting.

At the discretion of the Committee, parties may be allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting.

4. Review Meeting: The Hearing Committee Chair will schedule the Review Meeting within 30 days of receipt of the Notice. The parties that are the subject of the Notice must be provided at least 7 days' notice of the Review Meeting. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed and to conduct a fair hearing.
5. Hearing Requirements: A fair hearing is required during the Review Meeting, including:
 - a. Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
 - b. Notice of the possible punishments following an adverse finding;
 - c. A reasonable opportunity to present their case and argument;
 - d. The ability to have counsel present (provided that, the Disciplinary Committee may set the rules for such participation); and
 - e. The appeal procedure when a decision is rendered.
 - f.
6. Hearing Rules: The Disciplinary Committee may decide the level of formality for the Review Meeting, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
7. Burden of Proof: The party proposing the punishment and/or suspension must establish the facts and the violation of rules or bylaws by a preponderance of the evidence (i.e., more likely true than not true).
8. Actions of the Committee: At the Review Meeting, the Committee will review the Notice, hold a hearing and take one or more of the following actions:
 - a. Determine that no violation has occurred and dismiss the matter;
 - b. Determine that a violation of a level infraction has occurred;
 - c. Determine that additional information needs to be collected to establish facts and make a determination;
 - d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time. A decision must be made within 15 business days of the Review Meeting.
9. Disciplinary Meeting: If the Committee determines there is a violation of a level infraction, the Committee must hold a Disciplinary Meeting within 7 days of the Review Meeting to determine the punishment. The Disciplinary Meeting can be held concurrently with the Review Meeting if the individual found to be in violation of a level infraction is present or has indicated that he or she does not plan to be present.
10. Issuance of Findings of Fact, Determination and Punishment: Upon conclusion of the Review and Disciplinary Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Punishment to the Secretary of the Board and the party that is the subject of the Committee's determination. The Hearing Committee Chair or the Secretary of the Board will notify the Board of the Committee's decisions.

The Findings of Fact and Determination must contain (i) findings of material facts (i.e., the committee finds the following occurred), (ii) conclusions (i.e., based upon the facts above, the committee concludes that the person violated Bylaw **), and (iii) the order of the Committee (based upon the conclusions above, the Committee hereby orders the Following penalty...).

Temporary Suspension/Benching Pending Review

A player may be temporarily suspended or benched by any Coach or Assistant Coach for the following infractions committed during, or immediately before or after, any game or practice:

1. For swearing;
2. For being absent from a game or practice without good reason;
3. For use of tobacco, drugs or alcoholic beverages;
4. For willful destruction or mishandling of property belonging to another;
5. For unsportsmanlike conduct on or off the ice;
6. For stealing property belonging to others.

A Coach or Assistant Coach can bench a player for up to 2 games without having to go to the Disciplinary Committee. Any violation of a level infraction that is of a more serious nature would be reported to the Disciplinary Committee via the methods described above.

However, in the meantime, the Coach or Assistant Coach has the ability to bench and/or temporarily suspend the player until the Disciplinary Committee has made their determination as to whether an infraction occurred and what the punishment shall be.

A coach may be temporarily suspended by the Board for the following infractions committed during his "employment" with BHB:

1. For missing a game or practice without good reason, or for not seeing that someone takes charge of his team during their absence;
2. For disrespectful conduct towards any official, player, coach, representative, arena personnel, or Board Member;
3. For intoxication during games, practices or meetings;
4. For harassment and/or abuse.

A parent or other spectator may be temporarily suspended for any of the above infractions if committed during, or immediately before or after, any game or practice.

In instances where the alleged infractions are of a serious nature or are listed above, a Board member with the concurrence of another elected Board Member of BHB can temporarily suspend a Member from participating in any BHB activity until the Committee reviews the matter during a Review Meeting. At the Review Meeting, the Committee may continue or terminate the suspension while the matter is under review.

In addition to the authority to temporarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player or spectator from any game, practice or activity if the player or spectator commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate. The coach responsible for removing the player

must contact their Off-Ice Coordinator, as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

Match Penalties

Any player receiving a match penalty during the course of a game will automatically be suspended until the case is reviewed by the Committee and will not be allowed to resume practice or play in any USA Hockey sanctioned event (whether with BHB or any other association) until released to do so by the Committee or the Board.

Administration and Enforcement of Incidents

The Hearing Committee Chair as directed by the Committee will administer the punishment decided on by the Disciplinary Committee, which includes documentation of the incident, establishment of the calendar for the punishment term, notification of coaches, team managers or other appropriate individuals of the punishment, notice to the Member when the conditions of the punishment have been satisfied and other appropriate duties.

The Disciplinary Committee and the Board, through its representative on the Discipline Committee, will monitor the punishment. Failure by a Member to honor any punishment or suspension will be punishable up to and including dismissal from BHB.

In the event the person(s) membership with BHB is revoked, it will be for a minimum term of one (1) year. After the said time limit expires, the person(s) may reapply for membership with BHB. Permission to rejoin BHB is subject to the approval of the Board.

Appeals of the Committee Decision

The Committee's decision regarding determinations of violations of a level infraction resulting in a verbal warning, a Level 1 or Level 2 punishment cannot be appealed. Determinations resulting in Level 3 or higher punishments can be appealed to the Board. Appeals are to be submitted in writing to the Secretary of the Board within ten (10) days of the issuance of the punishment and state clearly the basis for the appeal.

The members of the Disciplinary Committee will not participate in any hearings held by the Board relating to an appeal of the Disciplinary Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

Punishments, Terms and Conditions

The following punishments can be issued (this is not an all-inclusive list but is used as a guideline):

1. Verbal Warning

- a. Any disrespect shown to any coach, parent, or teammate. Back talk or any other displays of disrespect will not be tolerated.
- b. Any action that would result in a minor game penalty. Player will serve time in penalty box per on-ice coaching supervision during practice or any BHB associated activity.
- c. Any other action that does not rise to a documented time related penalty and requires no further action.
- d. Repeated verbal warnings can lead to a higher level of punishment.
- e. All verbal warnings will be documented and reported to the Committee.

2. Level 1, verbal warning and/or immediate removal from the ice

- a. Repeated actions requiring additional verbal warnings, as listed above.
- b. Any action that would result in a Major Game Penalty or Game Misconduct Penalty.
- c. Using profane and/or vulgar language or mannerisms.
- d. All verbal warnings will be documented and reported to the Committee.

3. Level 2, up to seven-day suspension and/or immediate removal from the ice

- a. Repeated Level 1 offenses.
- b. Inciting other persons to become involved in any of the listed activities in this section.
- c. Pounding or climbing on the glass, when used in a negative or aggressive manner.
- d. Fighting before, during or after any BHB sponsored event.

4. Level 3, up to a 21-day suspension and/or immediate removal from the ice. Any other infraction may result in a termination of membership.

- a. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
- b. Any action that would result in a Match Penalty.
- c. Throwing of any object onto the ice surface, into the player's area, or at another individual.

5. Level 4, up to a 30-day suspension and/or immediate removal from the ice. Any other infraction may result in termination of membership.

- a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Harassment of any kind, including but not limited to:
 - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, or sex;
 - ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
 - iii. Unwanted or unnecessary physical contact including touching, patting or pinching;
 - iv. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; and/or
 - v. Any form of hazing.
- c. Defacing or damaging property belonging to an individual, team, association, or arena.

- d. Going on to the ice surface for any reason, unless directed by coach or other official.
 - e. Entering the bench area during a game.
 - f. Any form of cyberbullying.
 - g. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
 - h. Any violations of SafeSport.
- 6. Level 5, may result in termination of membership, indefinite suspension, or suspension up to 180 days. A player will also be immediately removed from the ice.**
- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
 - b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
 - c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
 - d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
 - e. Any sexual offense.
 - f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol, or tobacco use.

Any member receiving a Level 5 punishment must obtain approval from the Committee before returning to involvement within BHB.

Any combination of multiple lower level infractions may result in a higher-level punishment. The Disciplinary Committee retains the right to make this determination.

The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of punishment is appropriate. In the event the Committee imposes punishment at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

If a player is suspended for any length of time during the season for reasons relating to violations of a level infraction or the Code of Conduct, including removal from BHB, no refunds of any kind shall be made.

If a violation of the rules involves a BHB Member, while representing BHB at another facility, the same rules apply.

If an individual is a repeat offender in consecutive years, the Disciplinary Committee reserves the right to consider past offenses when making a decision regarding an incident in the current season.

In any case, the Disciplinary Committee reserves the right to follow their procedure, which may include restitution for damages, and turn over the violation to the authorities based on the severity of the incident.

Parents are considered Members of BHB and are held to the same standards as the Players. All Members can be punished following the above-stated guidelines.

BHB and/or the Disciplinary committee reserve the right to record and/or all meetings in regard to disciplinary concerns.

Code of Conduct

The Code of Conduct is based upon the rules of USA Hockey and BHB.

This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
2. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Going onto the ice surface for any reason, unless directed by a coach or other official.
4. Entering the bench during a game.
5. Entering the locker room of an opposing team or obstructing their access or exit from said room or arena.
6. Entering the locker room of any official or obstructing their access or exit from said room or arena.
7. Using profane and/or vulgar language or mannerisms that is offensive to other persons.
8. Throwing of any object onto the ice surface, into the player's area, or at another individual.
9. Pounding or climbing on the glass, when used in a negative or aggressive manner.
10. Defacing or damaging property belonging to any individual, team, association or arena.
11. Violating posted Rink Rules, including, but not limited to:
 - a. Damage to the facility and/or vandalism of any sort
 - b. Theft of any kind
12. Being involved with any activity that would warrant the summoning of law enforcement.
13. Inciting other persons to become involved in any of the above listed activities.
14. Any other conduct deemed inappropriate by the officials, representatives, and Board members of BHB, and rink personnel.

24 Hour Rule

Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.

Note to 24 Hour Rule: Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create a strong reaction from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment.

For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, BHB has adopted the "24 Hour Rule." The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.

Grievance Policy

It is important to the health of our organization to have an open-door policy on any concerns you may have. You need to remember, however, how to best channel your concerns.

For example: If you are unhappy about something a coach does, do not complain to them. Instead, wait 24-hours and then talk to your Off-Ice Coordinator or On-Ice Coordinator; they will then address the situation with the coach. Below is an outline of the grievance procedure that shall be followed by all players, coaches, parents, and family members involved in the Bismarck Hockey Booster Program.

Grievance Procedure:

- If you have a concern, complaint, or suggested change concerning an incident or anything associated with the Bismarck Hockey Booster Program (i.e. coaches, players, officials, etc.):
 - 24-hour Cooling-Off Period Requirement: Allow 24 hours to pass before reporting the situation. In many cases, people will have issues that they feel very passionate about, and this passion can get out of hand when people react instantly to something they do not agree with. This requirement will allow people to think about workable solutions to the situation and be able to discuss them in a rational manner.
 - Have patience with the Off-Ice Coordinator or On-Ice Coordinator. They are tasked to help facilitate a solution with the Board of Directors and enforce the policies adapted by the Board of Directors. They cannot enact any changes unless approved by the Board of Directors.
- Your concerns or complaints shall be directed in the following manner:
 - Wait 24-hours to cool-off.
 - Contact the Board Member that has been assigned as your Off-Ice Coordinator.
 - Address your concerns to the level Off-Ice Coordinator utilizing the BHB Grievance Form.
 - Concerns must be documented through the Grievance Form before a review will occur.
 - The Off-Ice Coordinator will review the incident with the BHB President, Hearing Committee Chair and Program Director to communicate to those involved whether further action will be required.

Signature Required: Players will not be able to participate in BHB activities until this form is signed, dated and returned to the team coach or team manager.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Print Players Name

Players Signature

Players Level of Play

***by signing this you are agreeing to abide by the BHB Player Code of Conduct and the Disciplinary policy adopted August 31st, 2016 and ammended May 10, 2021.**