

# CODES OF CONDUCTS, POLICIES & PROCEDURES

## Table of Contents

1. INTRODUCTION
  2. CODE OF CONDUCT COMPLIANCE PROCESS
  3. CODE OF CONDUCT
    - 3.1. BOARD OF DIRECTORS
    - 3.2. COACHES AND LEVEL COORDINATORS
    - 3.3. PARENTS
    - 3.4. PLAYERS
  4. DISCIPLINE GUIDELINES
    - 4.1. BOARD OF DIRECTORS
    - 4.2. PARENTS
    - 4.3. PLAYERS
  5. GRIEVANCE GUIDELINES
  6. ACCEPTANCE
- EXHIBIT A: LINK TO USA HOCKEY RULE 10
- EXHIBIT B: GRIEVANCE / INCIDENT REPORTING FREQUENTLY ASKED QUESTIONS
- EXHIBIT C: SAMPLE GRIEVANCE / INCIDENT REPORT FORM

## **1. INTRODUCTION**

It is the specific purpose of this document to identify behavior expectations for Fargo Youth Hockey board members, coaches, players and parents. This document is also intended to provide a uniform method of resolving Code of Conduct violations that adhere to North Dakota Amateur Hockey Association Bylaws and Rules and Regulations, and USA Hockey Bylaw 10.

## **2. CODE OF CONDUCT COMPLIANCE PROCESS**

- 2.1 An incident or issue related to a Code of Conduct violation is recognized.
- 2.2 The incident is reported to the appropriate channel within the hockey organization, in writing, by an individual who witnesses the action in question. See attached Exhibit B for FYHA violation report form.
- 2.3 A coach is empowered to handle minor behavior and general team rule infractions internally according to the FYHA Team Rule document, and any supplemental team rules that have been approved. If the coach feels the incident rises to a higher level of infraction, he/she should report it as noted in the Coaches Code of Conduct. The report should outline how the incident has been handled to that point, in addition to any recommendations
- 2.4 The report is to be forwarded to the FYHA Executive Director who will perform an initial investigation and assess the remedy recommended by the coach/coordinator or other submitting authority. The Executive Director will work toward a solution, after an investigation. The subject of the investigation can agree with the Executive Director's action or choose to have a hearing before the Compliance Committee.
- 2.5 If the subject of an investigation chooses to have a hearing the Compliance Committee will put together a hearing committee and perform its own investigation, after being forwarded the Executive Director's findings. After a full review of the findings, and a hearing, the Compliance Committee will make a ruling and potentially hand down discipline (i.e. suspension from participation). After the Compliance Committee's ruling the Unified Procedure must continue to be followed. (Refer to USA Hockey Bylaw 10 C.)
  - 2.5.1 Further actions from the compliance committee can not be unilaterally enforced without following USA Hockey Bylaw 10 procedures. The party having enforcement actions imposed on them always has the right to request USA Hockey Bylaw 10 procedures to be followed.
  - 2.5.2 USA Hockey Bylaw 10 can be found as Exhibit A of this document and on the USA Hockey website.

### **3. CODES OF CONDUCT**

All members of the Fargo Youth Hockey Association (FYHA) Board of Directors, along with all FYHA coaches, parents and players, shall adhere to the applicable Codes of Conduct. All of the identified members shall be provided access to the Codes of Conduct during the FYHA Registration process and via the FYHA website, and commit to agreeing with and following the Codes of Conduct.

#### **3.1 CODE OF CONDUCT: BOARD OF DIRECTORS**

Good sportsmanship is required of all FYHA board members, coaches, parents and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

#### **All Board Members will:**

- 3.1.1 Carry out their responsibilities as set out by the FYHA in a consistent manner and to the best of their abilities.
- 3.1.2 Make safety a top priority.
- 3.1.3 Endeavor to educate himself/herself in the areas pertinent to his/her board position. For example: encourage coaches and officials to attend USA Hockey Clinics.
- 3.1.4 Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- 3.1.5 Create a work environment where FYHA staff has the time, training, and equipment to successfully meet the objectives of their positions.
- 3.1.6 Be a positive role model for all members by displaying emotional maturity, maintaining a neat appearance, being prompt and demonstrating respect, consideration and understanding toward others.
- 3.1.7 Be consistent, honest, fair and just when dealing with members of FYHA.
- 3.1.8 Display respect for arena facilities and staff, either home or away. Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc., in such a way as to leave a positive impression of FYHA.
- 3.1.9 Not use their position on the Board of Directors for personal gain.
- 3.1.10 Understand this Code of Conduct extends to the use of social media.

### **3.2 CODE OF CONDUCT: COACHES AND LEVEL COORDINATORS**

Good sportsmanship is required of all FYHA board members, coaches, parents and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

*Remember these are kids playing a game for fun.  
They are not adults earning a paycheck for performance.*

#### **All Coaches will:**

- 3.2.1 Care about the players and their development first and foremost as it is the number one priority of our program.
- 3.2.2 Make safety a top priority.
- 3.2.3 Maintain an open line of communication with players' parents.
- 3.2.4 Be a positive role model for your players by displaying emotional maturity, maintaining a neat appearance, being prompt and demonstrating respect, consideration and understanding toward the players.
- 3.2.5 Be consistent, honest, fair and just when dealing with your players.
- 3.2.6 Promote good sportsmanship and teach players to respect the officials and their decisions.
- 3.2.7 Display respect for arena facilities and staff, either home or away.
- 3.2.8 Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc., in such a way as to leave a positive impression of FYHA.
- 3.2.9 Attempt to travel to away games and tournaments with the other coaches on the team or individually, rather than with families of players.
- 3.2.10 Follow the rules put in place by the North Dakota Amateur Hockey Association and USA Hockey.
- 3.2.11 Be responsible to enforce FYHA Code of Conduct for their players while engaged in on ice activities, time in the locker room and other team events organized by the coaches.
- 3.2.12 Report violations of the FYHA Code of Conduct to any or all of the following people: Hockey Director, Level Coordinator, Safesport Director, or VP of Hockey Operations.
- 3.2.13 Refrain from using offensive language.

- 3.2.14 Refrain from physically or verbally abusing players.
- 3.2.15 Refrain from using tobacco, alcohol or drugs while engaged in on-ice activities, time in the locker room or other team events organized by the coaches.
- 3.2.16 Refrain from being in a room or vehicle alone with a single player.
- 3.2.17 Only allow players to participate in FYHA games or practices with all mandatory equipment.
- 3.2.18 Abide by the laws of the state of North Dakota and the United States.
- 3.2.19 Understand this code of conduct extends to the use of social media.

### **3.3 CODE OF CONDUCT: PARENTS**

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

*Remember these are kids playing a game for fun, being coached by coaches who willingly give their time and energy for the betterment of all the kids on the ice. These are not professional players or coaches getting rich entertaining you.*

#### **All Parents will:**

- 3.3.1 Care about the players and their development first and foremost as it is the number one priority of our program.
- 3.3.2 Make safety a top priority.
- 3.3.3 Encourage their player by offering praise for honest effort, competing fairly, trying hard, good sportsmanship, abiding by rules of the game and resolving conflict positively, without hostility or violence.
- 3.3.4 Support the team as a whole, not just their own child.
- 3.3.5 Conduct himself/herself in a positive manner by displaying respect for the judgment and authority of the officials, coaches, and board members. For example, do not verbally abuse officials, coaches, employees or board members.
- 3.3.6 Use appropriate channels and constructive feedback to express concern or make a complaint. Adhere to the 24-hour rule when attempting to communicate with coaches.

- 3.3.7 Adhere to all financial and volunteer obligations set forth by the Fargo Youth Hockey Association. This applies to any and all payment plans for registration, fundraising and the hours required for volunteering.
- 3.3.8 Display respect for arena facilities and staff, either home or away.
- 3.3.9 Conduct themselves at all times in all public spaces, including hotel rooms and restaurants, etc., in such a way as to leave a positive impression of FYHA.
- 3.3.10 Not behave in a manner which may create a negative, hostile or uncomfortable team environment. For example, they should not disrespect, ridicule, embarrass or demean the capabilities or skills of a teammate, coach, opposing player/coach referee, etc.
- 3.3.11 Understand this Code of Conduct extends to the use of social media.
- 3.3.12 Enforce the Player Code of Conduct of the Fargo Youth Hockey Association.
- 3.3.13 Follow the rules put in place by the North Dakota Amateur Hockey Association and USA Hockey.
- 3.3.14 Ensure that their player wears all of the mandatory equipment and that all of their player's equipment is in satisfactory condition, of the correct size, and has not been modified in any manner that would reduce its performance as warranted by the manufacturer. No player may participate in a Fargo Youth Hockey Association game or practice without all of the Mandatory Equipment.
- 3.3.15 Face a three-game NDAHA suspension plus additional three-game FYHA suspension (six games total for each child in the program) if removed from an arena by a game or tournament official for conduct reasons.

#### **3.4 CODE OF CONDUCT: PLAYERS**

Good sportsmanship is required of all FYHA board members, coaches, parents, and players. FYHA rules will be strictly enforced and all FYHA members should encourage adherence to our organization's Code of Conduct.

#### **All Players will:**

- 3.4.1 Abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the Fargo Youth Hockey Association.
- 3.4.2 Respect the ruling of an official; anyone receiving a penalty will skate directly to the penalty box.

- 3.4.3 Always conduct themselves in a positive manner by respecting other players, coaches, parents, arena staff, officials and authority figures.
- 3.4.4 Recognize the value, authority and importance of our coaches and team interests.
- 3.4.5 Abide by team rules.
  - 3.4.5.1 A coach may establish additional rules which are consistent with the rules set forth in the By-laws and this document, upon proper notice to the Coaching Coordinator and the players on his or her team.
- 3.4.6 Show respect for others' time. For example: be prompt for all practices (including dryland) and games, or contact a coach ahead of time.
- 3.4.7 Display respect for the arena facilities and staff, either home or away, in which they are privileged to play. They will behave themselves at all times in all public places, including hotel rooms and restaurants, etc., during hockey events and will leave a positive impression of FYHA.
- 3.4.8 Not violate the laws of North Dakota or the United States
- 3.4.9 Not use alcohol, tobacco, e-cigarettes or illegal drugs.
- 3.4.10 Understand this code of Conduct extends to the use of social media.
- 3.4.11 Follow Safesport policies against Hazing, Harassment, and Disorderly Conduct
  - 3.4.11.1 **Hazing:** committing an act against a player or coercing a player into committing an act that creates a substantial risk of harm to a person in order for the player to be initiated into or affiliated.
  - 3.4.11.2 **Disorderly conduct:** engaging in offensive, obscene or boisterous and noisy conduct tending to arouse alarm, anger or bring resentment in others.
  - 3.4.11.3 **Harassment:** participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. Harassment parameters, whether willful or otherwise, include disability, race, sexual orientation and/or age.

## 4. DISCIPLINE GUIDELINES

*Parents, coaches, players, and spectators are under USA Hockey "ZERO TOLERANCE POLICY" and may be asked to leave or be removed from the ice arena at any time by a game official for improper conduct.*

### **4.1 Discipline Guidelines: Parents/Coaches/Level Coordinators/Board Members**

If any parent/guardian violates the FYHA Code of Conduct, the parent/guardian will be subject to disciplinary action that can include suspension from the program.

If behavior results in substantiated **violation of FYHA Code of Conduct**, as decided by the Executive Director or Compliance Committee, disciplinary action will be taken. For a second offense of a violation of the FYHA Code of Conduct a person may be removed for the remainder of the season or suspended indefinitely. A parent may be removed from the organization and have the ability for his/her player(s) to remain.

### **4.2 Discipline Guidelines: PLAYERS**

Any concern regarding the conduct of a player must be reported directly to the Coach,, Hockey Director or Executive Director.

FYHA expects, at a minimum, that players will follow the FYHA Team Rules and FYHA Code of Conduct.

4.2.1 Minor offenses such as being late for practice, not listening to the Coach, badmouthing teammates or opponents, harmful teasing, foul language shall be handled primarily at the coaching level. At the Coach's discretion methods of discipline for the player may include: sit on the bench during practice, perform additional laps/push-ups/skating drills (age-appropriate), pick up pucks, clean locker rooms, be asked to leave the practice, sit out a period of the next game. Minor incidents should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior.

4.2.1.1 Coaches should document all offenses, including minor offenses.

4.2.2 If minor offenses continue, Coaches may at their discretion choose to escalate the record of offenses to the Hockey Director, Level Coordinator, and Compliance Committee.

4.2.3 During a game, a Coach may bench a player for a period or the remainder of the game depending upon the severity of the incident.



- 4.2.4 Major offenses shall be handled on a case-by-case basis and action shall be determined by the Compliance Committee.
- 4.2.5 Drugs, alcohol, tobacco, etc. violations shall be handled in accordance with Fargo Public School policies.
- 4.2.6 Fighting will not be tolerated on the ice or off the ice, in the hallways, locker rooms, parking lots or in any other Fargo Youth Hockey Association venue. Any player who starts or participates in a fight, during or after a game has been officially terminated, shall be automatically suspended from all Fargo Youth Hockey Association games and practices if a penalty is issued by the on-ice official indicating that the offense occurred after the termination of the game.
- 4.2.7 If no such penalty is issued the player/players participating in a fight may be subject to such disciplinary action as may be determined appropriate after a thorough study of all available information by the executive director and/or Compliance Committee.

## **5. GRIEVANCE RESOLUTION GUIDELINES**

It is important to the health of our organization to have an open-door policy on any concerns you may have. The following information has been put together as a guideline for dealing with difficult situations.

**5.1 Communicating with Coach:** If a parent has a concern about situations in a game, practice, etc. they must adhere to the Code of Conduct while corresponding with the Coach. Waiting 24-hours to contact the Coach is a good rule of thumb.

- 5.1.1 First step would be to request a meeting with the Coach. If you are not satisfied with this meeting, the next step is to take the matter through the official grievance procedure. There will be no reprisals taken against any party to a grievance. The names of parties and the circumstances of the grievance will be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

**5.2 Frivolous Complaints:** Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline under the direction of the Compliance Committee

*These discipline/grievance guidelines are not a part of the FYHA by-laws and may be subject to review and revision during a regularly scheduled board meeting with a quorum vote to adopt changes.*

**EXHIBIT A**

[Link to USA Hockey Bylaw 10](#)

## **EXHIBIT B**

### **Fargo Youth Hockey Association Grievance/Incident Report & Frequently Asked Questions**

#### **When should I file a Grievance / Incident Report?**

- When you see an incident that goes against the FYHA Code of Conduct.
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, employees, or officials, by FYHA members, or visitors to our games.
- To begin an investigation into the conduct of an individual.

#### **How do I submit the Grievance / Incident Report?**

- Complete the form, make a copy, and send to the FYHA Executive Director at [jeffn@fargohockey.org](mailto:jeffn@fargohockey.org)
- You may be asked to clarify any details and follow up may be given

#### **What is the protocol after a Grievance / Incident Report is submitted?**

- See section 2 of FYHA Code of Conduct Policies and Procedures.

## EXHIBIT C

### **SAMPLE Grievance / Incident Report Form** **Fargo Youth Hockey Association Grievance / Incident Report**

This letter is to inform the Compliance Committee of improper behavior/actions that was witnessed at a FYHA Hockey event in front of spectators, players, employees, coaches, and/or officials. This incident is documented to be brought to your attention with the knowledge that the SafeSport/Compliance Committee will review the incident and decide if the FYHA Code of Conduct Policy or USA Hockey SafeSport Guidelines and/or code(s) of conduct were violated.

Name of person(s) involved	
Team & Level	
Date & Time of Incident	
Location	
Description of Incident	Use space below and/or submit a separate, written document

Witness #1: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Witness #2: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

By signing the above we realize that every attempt to protect our anonymity will be taken, but given the small community of FYHA it is logical that parties will know, based on the information provided, who submitted the grievance. If you feel this matter is deemed appropriate, you can bring grievance.