



Springbank Minor Hockey Association (SMHA) Misconduct & Discipline Manual & Procedural Guide

The Discipline Committee Structure

- **Composition:** The Committee consists of one **Vice President** (Chair) and **two (2) Directors**, a special appointed discipline committee position available if appointed by the SMHA Board.
- **Neutrality:** The **President** is excluded from the Committee to serve as the neutral Review Officer for appeals.
- **Recusal:** Any member with a conflict of interest (personal or team-related) must be replaced by an alternate Director.

The Chain of Command (The Escalation Ladder)

To ensure efficiency, all concerns must follow this path:

1. **Team Level:** Issue managed by Coach/Manager after the **24-hour rule**.
2. **Division Level:** Unresolved or repeated issues escalated to the **Age Group Coordinator (AGC), SMHA Operations Admin, and Age Group Board Liaison**.
3. If a member feels the standard reporting ladder does not provide an impartial path for their concern, an **SMHA Online Complaint form** is available on the website.
4. **Committee Level Ruling:** Formal complaints or Major Infractions are referred to the **Discipline Committee**.
5. **Appeal:** The President can be requested to review as an internal appeal for disputed outcomes for a fee of \$250.
6. **Hockey Calgary:** External appeal (only after all SMHA steps are exhausted).

Coach Authority & Mandatory Reporting

- **Coach Autonomy:** Head Coaches are permitted to three (3) benchings or one (1) one-game suspension in a single season; these must be documented via SMHA internal systems provided to the Coach. Any additional benching or game suspension, the Head Coach no longer has the autonomy to do so without Discipline approval.

- **Conflict Management & "First Conversations"**: Coach discusses behaviour with a parent or Assistant Coach **once**; if the behaviour continues, you must report it to the Discipline Committee.
- **Mandatory Reporting**: Coaches **must** report these actions in writing to the Age Group Coordinator, Board Liaison, and SMHA Operations Administrator using the Coach Minor Incident Report (CMIR)
- **Committee Triggers**: A case must be formally referred to the Discipline Committee if a player continues to have issues and has been issued **3 benchings** or **after already receiving a one-game suspension** in a single season.
- **Advanced Discipline**: Any suspension exceeding one game requires prior Committee recommendation and Board ratification.

Procedural Fairness (Steps of a Hearing)

- **Step 1: Notice**: Provide the defendant with a formal **Notice of Hearing** and all evidence (disclosure) at least 48 hours in advance. Names of complainants will be removed for privacy and confidentiality purposes.
- **Step 2: The Hearing**: Conduct a structured meeting allowing the defendant to present their version and any mitigating factors.
- **Step 3: Deliberation**: The Committee votes on a recommendation using the **Internal Deliberation Worksheet**.
- **Step 4: Ratification**:
 - **Suspensions**:
 - 1-2 game suspensions at the discretion of the disciplinary committee.
 - Greater than 2 game suspensions require board vote: Simple majority vote of the Board.
 - **Expulsions**: Special Resolution (**75% majority**) of the Board.
- **Step 5: Communication**: Issue the **Notice of Discipline Decision**, clearly stating the rationale and the right to request a review.

Appeal Process: Internal Review Process

- **Timeline**: Written request must be sent to [President Email] within **7 days**. The President will acknowledge receipt and provide an expected timeline for a final decision within **72 hours**.
- **Criteria**: Reviews are granted based on procedural error or gross disproportion of penalty. No new evidence or testimony will be considered unless it was intentionally suppressed during the initial hearing.
- **Fee**: A non-refundable fee of \$250 must accompany the request; payment can be made via e-transfer to the SMHA Treasurer.
- **Finality**: The President's decision is the final internal step. Any further dispute is referred to **Hockey Calgary Game and Conduct**. Members **cannot circumvent** the SMHA process by going directly to Hockey Calgary or Hockey Alberta.

Record Keeping & Privacy

- **Secure Filing:** The VP of Discipline, along with support from SMHA Operations Admin, must maintain a master file for each case, including the original complaint, hearing minutes, and the final notice.
- **Member Register:** The Operations Administrator must record suspension dates in the Hockey Canada Registry (HCR) and SMHA's secure filing system.
- **Confidentiality:** All proceedings are private. Case details should be anonymized (using initials or case numbers) during Board discussions.