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WMHA Discipline Policy and Procedure

Belief:

WMHA believes that fair and constructive disciplinary procedures need to be followed to protect the rights of all of its members.

Guidelines:

1. The disciplinary process will utilize letters of concern and letters of reprimand.
2. The authority to issue letters of concern and/or letters of reprimand is entrusted to the WMHA Discipline Committee. The severity of any offence will be at the discretion of the WMHA Discipline Committee. The committee will be made up of the Vice President, who will act as the chair, and 3 additional WMHA Board members. There will be one additional WMHA Board member selected as an alternate.
3. Disciplinary letters may be issued in the following types of situations:
 - 3.1 Acute offenses that are serious, clearly identifiable, and call for immediate reaction.
 - 3.2 Chronic offenses, which involve a continuing pattern of less acute, but still significant infractions.
4. Letters of concern contain written notice to the member of the problem, and may document previous verbal warnings and/or attempts to address the concern. Members may attach a written response to a letter of concern.
5. Letters of concern become part of a member's file.
6. An acute or chronic problem shall be documented in a letter of reprimand. Letters of reprimand contain written notice to the member of the offense, and may summarize previous letter(s) of concern.
7. Letters of reprimand will become part of the member's file. Members may attach a written response to any letter of reprimand.

Procedures:

1. In the event that a complaint is received or a concern emerges regarding a member's behavior or conduct, the following steps will be taken:
 - 1.1 Establish the facts. The Discipline Committee shall immediately gather all pertinent facts and verify the accuracy, where possible.
 - 1.1.1 Where appropriate, the member will be given the opportunity to provide his/her side of the story and to provide reasons for his/her alleged behaviour or conduct.
 - 1.1.2 This discussion shall be documented.



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- 1.2 Discuss the letter with the member. If the decision is to issue a letter of concern or reprimand, the Discipline Committee shall meet the member to review the contents of the letter. WMHA By-laws and Code of Conduct should be referred to where appropriate. The discussion shall be private.
- 1.3 If the member chooses not to participate in the meeting, the meeting shall nonetheless proceed.
2. Factors regarding the offense must be examined in order to determine whether the letter being considered will be one of concern or one of reprimand.
 - 2.1 Effect or potential effect of the offense. If the effect or potential of the effect of a member's actions is great, then the letter written will tend to be more severe, therefore a letter of reprimand will be written rather than a letter of concern. Factors to consider include safety implications, impact of the trust the association has for the member, amount or value of damage caused, impact on the association's image to the public, harm or potential harm to players, coaches, parents, and/or volunteers, and the level of the member's responsibility and severity of the transgression.
 - 2.2 Prior warnings and/or documentation. Where a member has previously received correction for an offense, more severe action should result for a future occurrence of a similar nature.
 - 2.3 Impulsive versus premeditated acts. In addition to considering all other factors, a premeditated act will generally result in the issuance of a letter of reprimand.
 - 2.4 Provocation. The determination of whether or not a member was provoked into action may affect the type of letter issued. Provocation does not absolve the member of responsibility for his/her actions; however, the existence of provocation may be included in the content of any letter.
 - 2.5 Misunderstanding. Where a member is involved in an incident, the Discipline Committee should make a reasonable effort to ensure that the member is aware and understands what is expected of him/her. Lack of knowledge and/or understanding of what is expected in certain situations may indicate that a letter of concern is more appropriate than a letter of reprimand.
 - 2.6 Mitigating and/or aggravating circumstances. Mitigating or aggravating circumstances will be taken into consideration when determining appropriate discipline.
3. The following information will be included in a letter of concern or reprimand:
 - a) Full name of member.
 - b) Date and location of occurrence.
 - c) A clear description of the offense and any mitigating or aggravating circumstances.
 - d) A reference to the WMHA By-laws and Code of Conduct.

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- e) Other pertinent information as outlined in this policy.
- 4. The file copy of the letter of concern or reprimand shall be placed in the member's file.
- 5. The existence of this policy does not, in any way, restrict the WMHA Board or President from taking any action or exercising any right or power under the WMHA By-laws including the power of the President to suspend a player, coach, parent, or volunteer for reasons outlined in the President's duties in the WMHA By-laws.

Appeal:

- 1. Letters of concern will not be subject to the appeal process.
- 2. Letters of reprimand shall be allowed to be appealed by the member of the offense. Should a member choose to appeal a letter of reprimand they must submit a request for appeal in writing to the Discipline Committee along with a \$100 fee and the following steps will be taken:
 - 2.1 The appeal will be presented to the WMHA Board at either their next scheduled meeting or at the call of an emergency meeting.
 - 2.2 All relevant documentation will be turned over to the WMHA Board for review.
 - 2.3 The WMHA Board will be entitled to interview all witnesses.
 - 2.4 The WMHA Board will make a ruling and submit the ruling in writing to the WMHA Discipline Committee and to the member of the offense.
 - 2.5 The WMHA Board will have the authority to invite a 3rd party to sit on the appeal. The 3rd party will offer suggestion based on the facts presented but will have no voting authority.
 - 2.6 The WMHA Board's ruling will be final and not subject to appeal to Wetaskiwin Minor Hockey Association.