

## BISMARCK HOCKEY BOOSTERS GRIEVANCE POLICY

### **\*\* Disciplinary Actions Will Carry Over from One Season to The Next Season. \*\***

It is the policy of the Bismarck Hockey Boosters (hereinafter “BHB”) that all of its’ players, parents, coaches and any other individuals 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.

BHB has a Zero Tolerance Policy when it comes to violations of the Code of Conduct, specifically related to acts of bullying, hazing, or harassment. When it is found that a member has violated a level infraction of the Code of Conduct and/or Zero Tolerance Policy, BHB will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

All verbal or written discussions shall be done in a respectful manner in accordance with the Parents/Family Members Code of Conduct adopted by the organization. Any incident involving specific individuals will be documented and put into that member’s BHB file, whether handled informally or formally.

Any misuse of the Grievance Policy or the making of false allegations will be considered a violation of the Code of Conduct and subject to disciplinary action to be taken by the Disciplinary Committee.

It is the responsibility of the parents, members, players, coaches, volunteers, and staff to ensure an understanding of the policy set forth herein. All coaches, locker room monitors, and team managers are required to complete a background check and SafeSport training on an annual basis prior to the start of each season. All other parents are also encouraged to complete SafeSport training annually and share information with your children. By registering for the hockey season, you agree to comply with the Grievance Policy.

We encourage our members to review SafeSport training as a family, so our players also know what acceptable and unacceptable behaviors is. You can find a full list of trainings here: [Client-Course-Catalog.pdf](#)

### **Definitions**

“*Assistant Coach*” means a certified coach that serves under the direction of the Coach.

“*Board*” means the BHB Board of Directors.

“*Bullying*” means the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological and can happen face-to-face or online or through social media.

“*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.

“*Committee Chair*” means the member/employee that has been assigned to the Disciplinary Committee.

“*Complainant*” means the party who makes the complaint.

“*Disciplinary Committee*” means the BHB committee responsible for administering this policy and guideline.

“*Harassment*” means abuse, insults, or otherwise harming another on a regular basis; any kind of ongoing torment.

“*Intimidation*” means to frighten or threaten someone, usually in order to persuade them to do something that you want them to do.

“*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.

“*Spectator*” means a person who watches a show, game, or other BHB event.

“*Taunting*” means to intend to provoke someone in an insulting or contemptuous manner.

“*Threatening*” means to show an intent to cause bodily harm or cause one to feel vulnerable or at risk.

## RULES OF CONDUCT

In addition to the USA Hockey SafeSport program, all USA Hockey and the North Dakota Amateur Hockey Association rules of conduct apply to all coaches, players and family members of the participating player for on- and off-ice activities. USA Hockey and North Dakota Amateur Hockey Association rules govern all games and conduct.

By registering for any sanctioned program or activity through Bismarck Hockey, all players and legal guardians of the participating player are acknowledging and agreeing to the USA Hockey SafeSport program, as well as the USA Hockey and the North Dakota Amateur Hockey Association rules of conduct.

If a coach, player or family member within the Bismarck Hockey Boosters in any way interferes with the rights of another Bismarck Hockey Boosters member, be it player, coach, team parent, employee, or official, he/she can be suspended from the Bismarck Hockey Boosters program. Examples of these violations include, but are not limited to: (includes **in person**, all **social media**, and/or **phone/group messages**)

- Verbal abuse or disparagement directed at a Bismarck Hockey Booster player, member, official, or employee
- Physical abuse of Bismarck Hockey Boosters player, member, official, or employee
- Threats directed towards Bismarck Hockey Boosters player, member, official, or employee
- Intimidation or harassment of a Bismarck Hockey Booster player, member, official, or employee
- Violation of the Code of Conduct
- Violation of the Zero Tolerance Policy
- Violation of the Grievance Policy

The Bismarck Hockey Boosters program has a Zero Tolerance towards bullying, profanity/vulgar language, racial/ethnic slurs, and unsportsmanlike conduct. Although this policy pertains primarily to players, the Zero Tolerance Policy will also apply to coaches, family members, and fans. Unsportsmanlike conduct for the Parents and Family Members shall be discussed in the Parent's/Family Member's Code of Conduct and the Zero Tolerance Policy. Action for a violation of the Zero Tolerance Policy will be taken as proscribed for violations in the disciplinary action section of this booklet. This policy is to be considered in effect for all Bismarck Hockey Booster events, both home and away. **This will be considered your only notice and warning!**

### **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 onto 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.

\*Please note that a suspected violation of SafeSport MUST be reported to the US Center for SafeSport within 24 hours and should not adhere to the 24-Hour Rule adopted by BHB.

## **BHB PLAYER CODE OF CONDUCT**

The Code of Conduct is to be considered in effect for all Bismarck Hockey Booster events, both home and away.

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:

- Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
- Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- Going onto the ice surface for any reason, unless directed by a coach or other official.
- Entering the bench during a game.
- Entering the locker room of an opposing team or obstructing their access or exit from said room or arena.
- Entering the locker room of any official or obstructing their access or exit from said room or arena.
- Using profane and/or vulgar language or mannerisms that is offensive to other persons.
- Throwing of any object onto the ice surface, into the player's area, or at another individual.
- Pounding or climbing on the glass, when used in a negative or aggressive manner.
- Defacing or damaging property belonging to any individual, team, association or arena.
- 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
- Being involved with any activity that would warrant the summoning of law enforcement.
- Inciting other people to become involved in any of the above listed activities.
- Any other conduct deemed inappropriate by the officials, representatives, and Board members of BHB, and rink personnel.
- Any other violation of the Zero Tolerance Policy.

## **BHB PARENT/FAMILY MEMBER/SPECTATOR CODE OF CONDUCT**

It is the intention of the Bismarck Hockey Boosters to promote fair play and respect for all participants. It is expected that all parents, family members and participants of Bismarck Hockey Boosters read and understand the Parents/Family Members Code of Conduct and continue to observe all the principles contained within the code. Within the code, the term “child” is used to refer to the participant of whom the person committing the violation is related to. Any violation of this code will be subject to disciplinary action to be taken by the Disciplinary Committee per the procedures defined in Bismarck Hockey Boosters’ Grievance Policy. When you register to participate in Bismarck Hockey Boosters, you agree to follow the Parent/Family Members/Spectator Code of Conduct. Registration will constitute an agreement for parents or legal guardians and/or additional family members to abide by the principles of the Code of Conduct.

### **Principles:**

- I will not force my child to participate in Hockey.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child to do their best. I will praise my child for competing fairly and with determination.
- I will never ridicule or yell at my child for making mistakes or losing a game.
- I will remember that children learn by example. I will applaud good plays by both my child’s team and their opponents. I will not be critical of, or embarrass any player, including opposition players.
- I will never question the officials’ or coaches’ judgment or honesty in public. I recognize that coaches and officials are being developed in the same manner as players.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team’s strategy or plans.
- I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.
- I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child’s development in the game.
- I will not throw objects of any kind on the ice or lean over and yell and/or pound on the glass.
- I will abide by all Rules of Conduct set forth within this document and provided by USA Hockey and NDAHA.
- I will not verbally abuse or disparage Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.
- I will not physically abuse Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.
- I will not threaten or use threatening behavior towards Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.

- I will not intimidate or harass any Bismarck Hockey Boosters' players, members, officials, employees, or volunteers.
- I will communicate all my concerns regarding inappropriate behavior to the assigned Committee Chair or Executive Director. I will not take concerns regarding the handling of the team or the coaching to the coach.
- I understand the benefits of participating in a team sport, the commitment and discipline and the social skills learned and acquired.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will abide by the Zero Tolerance Policy.

## **BHB COACH/COORDINATOR CODE OF CONDUCT**

As a hockey coach/coordinator in BHB, I agree to follow the below stated rules:

- I will abide by the rules and regulations of USA Hockey, NDAHA, and BHB.
- I will conduct myself in a respectful and professional manner both on and off the ice.
- I will focus on overall player development and not place winning at all costs above the culture of the Association.
- I will understand the rules of the game, the importance of teamwork, and promote team unity.
- I will wear appropriate attire to practice, games, and while representing BHB in the community.
- I will be on time for all games and practices.
- I will be well prepared for practice sessions with organized practices that are fun and challenging, and properly utilize time and the ice.
- I will maintain a professional relationship with all players and parents devoid of favoritism or the perception of favoritism.
- I will promote fair playing time for all players to ensure the development of each individual. This fair playing time will be the result of effort, attitude and attendance at on-ice/off-ice practices and games along with a positive attitude towards all coaches, teammates, and referees.
- I will maintain an open line of communication with players' parents and clearly explain primary goals, the goals and objectives of the association, and the responsibilities coaches and players have in helping the team run smoothly.
- I will not use offensive language toward, or physically/verbally abuse, the players, officials, coaches, or parents.
- I will not use tobacco, drugs, or alcohol while supervising players or in the presence of players.
- I will follow the instructions of the BHB Hockey Director and/or Assistant Hockey Director as to on-ice and off-ice training, practice plans, and structure.
- I will follow the USA Hockey and BHB policies for locker room supervision and SafeSport compliance. I will monitor players closely and hold them accountable if they are violating BHB's player code of conduct. I will do my very best to be a positive mentor for my players and teach them not only to be quality hockey players, but quality individuals on and off the ice.

Non-compliance with this Code of Conduct will result in a review of the coach by the Hockey Committee to determine disciplinary action up to, and including, verbal warning, suspension, loss of pay (or non-completion of DIBS hours), and/or termination of employment.

## **BOARD OF DIRECTORS/EMPLOYEE CODE OF CONDUCT**

As a member of the BHB Board, BHB LLC Board, and/or an employee of BHB, I agree to follow the below stated rules:

- I will abide by the rules and regulations of USA Hockey, NDAHA, and BHB.
- I will know the by-laws and policies and procedures of BHB.
- I will attend scheduled meetings to the best of my ability and notify the proper individual(s) when I cannot be present.
- I will encourage a hockey program that focuses on the development of competitive and respectful players.
- I will carry out the responsibilities set out by BHB in a consistent manner and to the best of my abilities.
- I will provide members with truthful and appropriate feedback and follow up in a timely manner.
- I will act as a good steward and in the best interest of the association through ethical conduct.
- I will be respectful of the concerns of association members and work to negate any misconceptions or misinformation.
- I will avoid conflicts of interest and disclose situations where a conflict could be perceived.
- I will treat our members and employees fairly with dignity and respect.
- I will NOT make improper use of position and/or improper use of information.
- I will NOT tolerate unprofessional or malicious behavior among board or association members.
- I will NOT use my position on the board of directors for personal gain.

I understand that non-compliance with this Code of Conduct could lead to review by the Disciplinary Committee and/or Board of Directors. I also understand that failure to follow this Code of Conduct could lead to my removal on the Board within the Bylaws of the Association and/or termination of my position of employment.

## **ZERO TOLERANCE POLICY**

Bismarck Hockey Boosters members must agree to the entire BHB Grievance Policy and this Zero Tolerance Policy to complete registration.

Breaking any rules on the zero tolerance list will put you and/or a player in the association's disciplinary process and will require immediate summary suspension during the immediate investigation. This zero tolerance list was created to properly punish the most serious violations in a timely manner. Violations outside of this list will be dealt with on a case-by-case basis.

- Following the summary suspension, BHB reserves the right to issue additional suspensions post investigation.
- The minimum punishment for a zero tolerance violation will be a two-week suspension from all BHB sanctioned activities. The Disciplinary Committee will determine if a player or other individual is still allowed to attend games or other activities during any suspension. Failure to adhere to the suspension could increase penalty to maximum punishment.
- The maximum punishment for a zero tolerance violation will be a suspension for the remainder of the season from all BHB sanctioned activities for players and families.
- Separate discipline may be levied by USA Hockey/NDAHA for USA Hockey/NDAHA sanctioned activities.
- In the event an incident goes to the SafeSport level, and they take jurisdiction of the matter, then BHB no longer has any involvement or influence on the disciplinary decisions made by US Center for SafeSport. The Disciplinary Committee can issue a suspension pending the outcome of an investigation by US Center for SafeSport.

### **Zero Tolerance List of Prohibited Activities:**

- Reported and confirmed obscene profanity and objectionable cheers or offensive gestures towards spectators, officials, or participants at an event, including fellow teammates and/or coaches.
- Reported and confirmed racial slurs of any kind.
- Reported and confirmed throwing of any items on the playing surface or into the stands at an event.
- Reported, confirmed, or unapproved entering of a locker room. Locker rooms are private areas for players, coaches and other certified individuals.
- Reported and confirmed hostile or argumentative contact (face-to-face, phone, texting, emailing, or any other communication methods) of any BHB employees, coaches, board members, volunteers, or Disciplinary Committee members.
- Reported and confirmed inappropriate addressing of an issue in front of players, coaches, or at the rink.
- Reported and confirmed violations of the 24 Hour Rule.
- Reported and confirmed use of an illegal substance, excessive alcohol use, possession of an illegal substance, or use of paraphernalia by BHB players, coaches, or members during a BHB event or at any facility used by BHB.

- Reported and confirmed evidence of members threatening officials, coaches, employees, Board members, volunteers, members, or non-members. This includes any physical contact with any of these individuals.
- Reported and confirmed evidence of abusive behavior between players. BHB honors the SafeSport definition of bullying (see page 1 for definition of bullying).
- Reported and confirmed theft of property.
- Reported and confirmed false allegations or the spreading of false information.
- Reported and confirmed actions that are considered sexually offensive or sexually harassing.
- Reported and confirmed inappropriate or obscene use of social media, chat groups, text groups, emails, or online forums.

**Procedure for Violation of Zero Tolerance Policy:**

BHB’s 2025-2026 Grievance Policy will utilize a uniform Grievance Form through the BHB website that will be submitted to the Executive Director and reviewed by the Disciplinary Committee.

Any Member may notify the Executive Director and/or Committee Chair through the BHB Grievance Form about an issue that he or she believes is a violation of BHB’s Code of Conduct and warrants the Committee’s attention. If there is a conflict with the Executive Director or Committee Chair, the Member may notify the BHB Board President. Notice is to be provided to the Committee in writing, using the BHB Grievance Form available on the BHB website. The form must be completed in its entirety in order for the Disciplinary Committee to continue with the Disciplinary Policy as set forth within this document.

Notice will also be sent to the individual accused of violating the Zero Tolerance Policy. The Committee Chair will conduct a thorough investigation and analysis of any filed report and issue findings and punishment. A member receiving a suspension under the Zero Tolerance Policy will have an informal meeting with at least three (3) members of the Disciplinary Committee within five (5) days of the Notice of Grievance to discuss the findings of the initial investigation and to either accept or reject the punishment issued.

If the member accepts the Disciplinary Committee’s findings, the member will sign an “Acceptance of Disciplinary Action – Zero Tolerance Policy” form and return it to BHB. The form will be placed in the member’s file.

If the member rejects the Disciplinary Committee’s findings, the member can request a hearing be held. The request for a hearing must be made within three (3) days of when the Committee’s initial findings were shared with the member. The request for hearing must be made in writing. The member will remain under a suspension until a hearing date can be scheduled, which will be set within thirty (30) days from the notice of the grievance, in accordance with USA Hockey Bylaw 10, as set forth in the BHB Grievance Policy.

Any decisions regarding suspensions and/or other punishment are final, unless involvement from NDAHA, law enforcement, USA Hockey, or SafeSport is necessary.

## **GRIEVANCE REPORTING AND PROCEDURES**

It is important for 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.

Coaches are empowered to handle minor behavior and general team rule infractions internally. If the coach feels the incident rises to a higher level of infraction, he/she should report it as noted in this policy. The report should outline how the incident has been handled to that point, in addition to any recommendations.

BHB has implemented the following as the Grievance Reporting and Procedures for when an incident within the organization arises.

### **Non-Specific Concerns, Complaints, and Suggestions:**

If you have a concern, complaint, and/or suggestion that is non-specific to one incident and does not involve a violation of the BHB Code of Conduct, you should report your concern, complaint or suggestion using the following form: [Bismarck Hockey Boosters Comments/Concerns \(google.com\)](https://www.google.com).

These issues are reviewed and addressed by the Executive Director and/or Hockey Director. These matters do not include any disciplinary action and will not follow the BHB Disciplinary Policy, as it would not be considered a violation of the BHB Code of Conduct.

Hockey related issues may fall under this category as well. These are issues related to playing time, position concerns, how a coach handles in-game issues, and/or how a coach communicates with your player. Every attempt should be made to work out these issues with the coach directly. It is best to reach out to the coach in a calm, respectful manner to address these concerns and come to an amicable resolution. However, if a resolution cannot be reached, please fill out the form linked above.

BHB also enforces the 24-Hour Rule for these matters: 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.

### **Specific Complaints Involving a BHB Code of Conduct or Zero Tolerance Policy Violation:**

If you have a specific complaint involving a violation of the BHB Code of Conduct, you will need to fill out a Grievance Form, which can be found here: [Bismarck Hockey Boosters Grievance Form \(google.com\)](https://www.google.com).

These matters are not anonymous, and the form must be filled out in its entirety in order for the BHB Disciplinary Committee to take any further action. The person filling out the form must be a witness to the incident. All matters are kept confidential. However, you should not report SafeSport violations here; please see the SafeSport Violations section below on how to report these matters.

If there is an immediate safety concern, please contact the head coach or the Executive Director as soon as possible. If not, try to give yourself 24 hours to consider all the facts and if an informal meeting with the other individual may be able to resolve your issue before submitting a Grievance Form.

Grievances filed through the Grievance Form by Complainant shall be addressed according to the BHB Grievance Policy. The entire Grievance Policy should be reviewed prior to submitting a Grievance Form. The Committee reserves the right to issue an alternative form of reporting and/or resolution to the Complainant if the Grievance does not allege a violation of any Code of Conduct contained herein or is a SafeSport violation.

**SafeSport Violations:**

Any violations of SafeSport must be reported to the US Center for SafeSport within 24 hours. To find out more about what should be reported to the US Center for SafeSport, please visit the following website: [Report a Concern | U.S. Center for SafeSport \(uscenterforsafesport.org\)](https://www.uscenterforsafesport.org).

If you believe you have witnessed a violation of SafeSport, please fill out the form on this page: [Report Online](#). The US Center for SafeSport will make a determination if they will assume jurisdiction and handle the matter or if they will defer the matter back to our organization for disposition.

SafeSport violations, unless specifically directed otherwise by the BHB Executive Director and the BHB Board, will be handled in accordance with the procedures of the USA Hockey SafeSport Policy and are not subject to this policy and procedure. SafeSport violations MUST be reported immediately to the US Center for SafeSport within 24 hours. If the US Center for SafeSport declines jurisdiction, BHB shall determine the appropriate response to the allegation at that time.

## **DISCIPLINARY COMMITTEE AND PROCEDURES**

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. In order to maintain a level of trust and to avoid any fears of retaliation, all grievances and disciplinary matters remain confidential.

### **Authorization**

The BHB Disciplinary Committee has the full power and authority to carry out and administer the provisions of this policy and guideline. BHB Disciplinary Committee shall follow USA Hockey Bylaw 10 in administering this section of the Grievance Policy.

### **Bismarck Hockey Boosters Disciplinary Committee**

An employee of BHB shall chair the Disciplinary Committee. The Committee consists of the Committee Chair, the Executive Director, and four reasonably disinterested and impartial persons, appointed by the Executive Director. In the event any member of the Committee is unable to participate in the discipline process, the Committee Chair or Executive Director shall appoint another member to serve as a temporary member. Members of the Committee serve at the discretion of the Executive Director and any member may be suspended or removed by the Executive Director for violations of a level infraction of 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.

There shall be no less than three (3) members of the committee present at a hearing.

### **Duties of the Committee**

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated a level infraction through a thorough investigation;
3. Issue punishment commensurate with the severity of the offense if it is found that a violation has occurred;
4. Report all findings and activities to the Executive Director; and
5. Conduct other business as necessary to carry out assigned 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.

### **Powers of the Committee**

The Committee can receive allegations from members via the BHB Grievance Form alleging violations of an 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 Executive Director.

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 that are not alleging violations of the Zero Tolerance Policy:

1. Notice of an Issue: Any Member may notify the Executive Director and/or Committee Chair through the BHB Grievance Form about an issue that he or she believes is a violation of BHB's Code of Conduct and warrants the Committee's attention. If there is a conflict with the Executive Director or Committee Chair, the Member may notify the BHB Board President. Notice is to be provided to the Committee in writing, using the BHB Grievance Form available on the BHB website. The form must be completed in its entirety for the Disciplinary Committee to continue with the Disciplinary Policy as set forth within this document. Once a Grievance Form is received, an investigation of the allegations shall commence immediately and be concluded no later than fourteen (14) days from the date of BHB receiving the Grievance Form. Pending the outcome of the investigation and/or Review Hearing, the Executive Director, under the direction from the Disciplinary Committee, may issue an immediate, temporary suspension.
2. Distribution of a Notice: The Committee Chair is to distribute all Notices received to all Committee members as soon as possible. Any additional information received through the investigation shall be provided to the Committee members within fourteen (14) days from the date BHB received the Grievance Form.
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 related to the incident in question, in addition to, or in lieu of, attending the review meeting. The Disciplinary Committee shall inform the party subject of the investigation of the alleged violation and also notify the party of their right to waive the Review Hearing. All identifying information of the Complainant and/or any witnesses is redacted from any notices and information sent to any parties related to the incident and investigation.
4. Review Meeting: The 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 with at least 7 days' notice of the Review Meeting. The written Notice shall provide the interested parties of: 1) the time and place of the hearing; 2) the manner (in person,

Zoom, Google Meet, etc.) in which the hearing will be conducted; 3) the grounds for any proposed suspensions, discipline, or administrative action; 4) the possible consequences of an adverse finding; and 5) the issues to be resolved by the panel.

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.
  
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. Hearing Process:
  - a. The Complainant and the Respondent may attend the hearing;
  - b. The Committee may also request additional parties to be present to present testimony;
  - c. Each party may present facts to support their position in a closed, confidential setting;
  - d. Each party will be permitted to communicate directly to the Disciplinary Committee at the hearing. The time allowed for testimony shall be determined by the Committee prior to the hearing and the parties shall be notified accordingly. Each party shall have the same amount of time to present their position and respond to the questions from the Committee members.
  - e. The Committee shall strictly enforce the established time limits. Cross Examination is not permitted. Parties must address the panel and respond to questions from the panel.
  - f. One or both of the parties may choose not to appear at the hearing. By not appearing at the hearing, a party does not concede any part, or any merits in general of their case.
  - g. Parties may be represented by counsel, at their own cost, regardless of the outcome of the hearing. Pursuant to USA Hockey Guidelines, counsel's role in the hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the hearing.
  - h. The Committee shall make the final decision with a burden of proof. In order to impose a suspension or discipline, the panel must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the Respondent violated an applicable rule, regulation, or policy.
  - i. The Committee shall not disclose the confidential information obtained through the investigation or through interviews or disclose the parties involved in the investigation or interviews.

8. 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).
9. 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. A decision must be made within 15 business days of the Review Meeting.
10. Issuance of Findings of Fact, Determination and Punishment: Upon conclusion of the Review Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Punishment to the Executive Director and the party that is the subject of the Committee's determination. The Committee Chair or the Executive Director 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**

In addition to the authority to temporarily suspend a Member set forth below, 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 the Executive Director, as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

#### *Player Suspension*

A player may be suspended or benched by any Coach or Assistant Coach for infractions committed during, or immediately before or after, any game or practice. The following will be used as a basic guide by each team for handling discipline problems that may occur during the year. The discipline guidelines are intended to be minimum guidelines that outline expectations, methods of acceptable discipline, and escalation procedures if needed. Each coach may put additional rules in place but will follow these basic guidelines. Coaches will enforce such rules consistently and fairly with all participants. Any disciplinary actions taken by a coach during the season shall be documented in writing and reported to the Executive Director. The list below provided examples of behaviors and discipline techniques that may be used for violations of the Code of Conduct

1. For being absent from a game or practice without good reason:
  - a Players/parents must contact one of the coaches or team manager prior to practice or games to say they will not be able to attend and why. School-related activities, faith events, family functions, illnesses will be considered excused absences. Unexcused absences will have disciplinary actions, such as:
    - i First violation: sit one or two shifts in next game. Coach must notify parent.
    - ii Second violation: sit one or two period in next game. Coach must notify parent.
    - iii Third violation: 1 game suspension. Coach must notify parent.
    - iv Fourth violation: Report to Disciplinary Committee; possible suspension.
2. For willful destruction or mishandling of property belonging to another (damaging locker rooms, provoking trouble in motels, stealing, or disrespect to other players' property):
  - a First violation: Immediate 1 game suspension and payment for damages. Coach must notify parent.
  - b Second violation: Report to Disciplinary Committee; possible suspension.
3. For unsportsmanlike conduct on or off the ice and showing disrespect (badmouthing teammates, harmful teasing or bullying, poor locker room behavior, disrespect to coach(es), officials, or other teams, etc.):
  - a First violation: Verbal warning, sit on bench, removal from locker room, clean the locker room, written assignment, sit a shift(s) during game, or similar.
  - b Second violation: Sit one period of next game. Coach must notify parent.
  - c Third violation: 1 game suspension. Coach must notify parent.
  - d Fourth violation: Report to Disciplinary Committee; possible suspension.
4. For not following coach(es) instructions (not listening to the coaches, disruptive behaviors at practice, late for practice, foul language, horseplay, dirty locker rooms, etc.):
  - a First violation: Verbal warning, sit on bench, removal from locker room, clean the locker room, written assignment, sit a shift(s) during game, or similar.
  - b Second violation: Removal from practice, sit out multiple shifts during game, or similar. Coach must notify parent.
  - c Third violation: Sit one period or more (up to one full game) at the coach's discretion. Coach must notify parent.
  - d Fourth violation: Report to Disciplinary Committee; possible suspension.
5. Violence toward a player or coach with intent to injure (on or off the ice):
  - a Any offense: Report to Disciplinary Committee; possible suspension. Minimum two game suspension and up to a maximum of entire season.

The above listed behaviors and discipline are simply a guide. Players are also subject to calls by the coach. If the official misses a call, but the coach sees it, the coach may assess that player a penalty and make him/her sit on the bench to serve time for the penalty. If this becomes a problem, the player will sit as long as the coach deems necessary.

Communication with parents during any offense by a player should be considered to help the player, parent, and coach to stay on the "same page" in regards to behavioral expectations while playing on a team.

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. If necessary, the Committee can issue additional suspensions during the pendency of any investigation or until the conclusion of a hearing.

\*Note: The Disciplinary Committee reserves the right to bypass the steps as set by the guidelines above and enforce difference penalties if the behavior of incident warrants such departure.

#### *Coach Suspension*

A coach may be 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, BHB employee, arena personnel, or Board Member; lori’s note: do we add parent and spectator here?
3. For intoxication during games, practices or meetings; and/or
4. For harassment and/or abuse.

#### *Parent/Spectator Suspension*

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

If a parent or other spectator is ejected from a game, that parent or spectator shall not be allowed to attend any BHB related activities, including but not limited to games and practices, for a period of six (6) consecutive games or fourteen (14) days, whichever is less. The six (6) consecutive games begin with the game immediately following the game in which the infraction occurred and shall continue until that same team has completed six (6) games. The suspension applies to all BHB activities, including the suspended member’s other child(ren)’s teams.

There is no rebuttal for a game ejection issued by an official and the suspension will immediately be put into effect upon BHB receiving notice of the game ejection.

#### **Match Penalties**

Any player receiving a match penalty during 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.

#### **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 Executive Director 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 by providing a written request to the BHB Board President. Permission to rejoin BHB is subject to the recommendation from the Disciplinary Committee and 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.

All decisions of the Disciplinary Committee are appealable to NDAHA by providing a written request to appeal the decision to the NDAHA President.

### **Punishments, Terms and Conditions**

This Grievance Policy applies to all parents, spectators, coaches, staff, board members, members, and volunteers and disciplinary action can be taken against any and all individuals who are found to have violated the Code of Conducts and/or Zero Tolerance Policy listed within this policy. The following punishments can be issued (this is not an all-inclusive list but is used as a guideline) based off of information received prior to, during, or immediately after a hearing is held:

#### **A. Verbal Warning**

- a. Any disrespect shown to any coach, parent, teammate, BHB employee or representative, volunteer, or referee. Back talk or any other displays of disrespect will not be tolerated.
- b. Repeated verbal warnings can lead to a higher level of punishment.
- c. All verbal warnings will be documented and reported to the Committee.

#### **B. Level 1: Verbal warning and/or immediate removal from the ice.**

- a. Repeated actions requiring additional verbal warnings, as listed above.

- b. Using profane and/or vulgar language or mannerisms.
  - c. All verbal warnings will be documented and reported to the Committee.
- C. 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. Level 3: Up to a 21-day suspension and/or immediate removal from the ice.**
- a. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
  - b. Throwing of any object onto the ice surface, into the player's area, or at another individual.
- E. Level 4: Up to a 30-day suspension and/or immediate removal from the ice.**
- 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 inappropriate 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.
- F. 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. 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, if US Center for SafeSport declines jurisdiction.
- f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol, or tobacco use.

Any repeated further infractions of a Level 3 or higher may result in additional punishment and/or termination from the program.

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 any or all meetings regarding disciplinary concerns.

**Inclusion Policy:**

We are committed to providing equal opportunities for all members, employees, volunteers, and spectators, and we will not tolerate any form of discrimination or harassment within our Club. We will take appropriate disciplinary action against any member, employee, volunteer, or

spectator who engages in discriminatory or harassing behavior, up to and including termination from our program.