

Wakefield Youth Skating Association (WYSA)

Progressive Discipline & Reporting Policy

Contents

1. Purpose
2. Definitions
3. Roles and Responsibilities
4. Progressive Discipline Guidelines
5. Suspensions
6. Procedures for Reporting
7. Appeals
8. Confidentiality & Respect
9. Hearing Procedure & Standard of Proof
10. SafeSport Compliance
11. Action Chart

1 – Purpose

1.1 Establishes progressive discipline procedures for all participants: players, coaches, team officials, volunteers, parents/guardians, spectators, and board members.

1.2 Applies to all WYSA-sanctioned activities, including games, practices, tournaments, team functions, meetings, travel, lodging, and off-ice conduct materially impacting participation, safety, welfare, or integrity of WYSA programs.

1.3 Disciplinary actions comply with:

- USA Hockey Bylaw 10 – Procedure for Suspension and Discipline of Members
- Massachusetts Hockey Bylaw Article XIV –Suspension, Expulsion, Other Discipline; Appeals
- USA Hockey SafeSport Program Handbook

WYSA may impose supplementary or immediate discipline where necessary to protect participants or the Association (USA Hockey Rule 410 – Supplementary Discipline).

1.4 All disciplinary actions are documented in a centralized record maintained by the WYSA Secretary or designated official.

2 – Definitions

General WYSA Terms

- **Disciplinary Committee (DC):** Reviews and adjudicates violations; includes WYSA President/VP (chair, non-voting) and three appointed board members with no conflicts.
- **Appeals Committee:** Reviews appeals; includes President/VP (moderator, non-voting), three board members without conflicts, Secretary as recorder.
- **Summary Suspension:** Temporary suspension without prior hearing due to serious misconduct, abuse, or safety risk (USA Hockey Bylaw 10.D.(3)(a)).
- **Centralized Disciplinary Record:** Official log maintained by WYSA Secretary documenting all disciplinary actions.

- **Right to Counsel / Advisor:** Participants may be represented by legal counsel or an advisor at their own expense; participation may be reasonably limited by the hearing panel (USA Hockey Bylaw 10, Mass Hockey Article XIV).
- **Standard of Proof:** All disciplinary findings must be based on the preponderance of the evidence. The Association bears the burden of proof.

USA Hockey Terms

- **Supplementary Discipline:** Disciplinary actions beyond standard game penalties (Rule 410).
- **Game-Related Suspension:** Suspension for infractions during a game (Bylaw 10.B).
- **Non-Game Misconduct:** Off-ice violations handled by the DC (Bylaw 10.C).
- **Summary Suspension:** Temporary suspension pending DC review for serious misconduct, abuse, or safety risk (Bylaw 10.D).
- **Hearing Procedures:** Defines notice, participation rights, evidence review, deliberation, and written decisions (Bylaw 10.E).
- **Appeals:** Right to appeal DC decisions to a separate Appeals Committee (Bylaw 10.F).

Mass Hockey Terms

- **Article XIV Disciplinary Action:** Framework for reviewing and imposing sanctions.
- **Escalation of Discipline:** Repeated/severe offenses result in stronger sanctions.
- **Immediate Removal:** Authority to remove a participant pending review.
- **Documentation:** Recordkeeping of all disciplinary actions and appeals.
- **Appeals:** Local DC decisions may be appealed through established procedures.

SafeSport Terms

- **Sexual Misconduct / Sexual Abuse:** Sexual activity or sexualized behavior involving a minor.
- **Grooming:** Behavior intended to manipulate a minor for sexual abuse.
- **Physical Abuse:** Intentional or reckless harm to an athlete.
- **Emotional / Psychological Abuse:** Threats, intimidation, humiliation, or manipulation.
- **Neglect / Endangerment:** Failure to provide supervision, safety, or care.
- **Harassment / Bullying:** Repeated or targeted distressing behavior.
- **Misconduct by Adults in Authority:** Abuse of power or authority over athletes.
- **Prohibited Relationships:** Romantic/sexual relationships between adults in authority and minors, or sexual misconduct between athletes.
- **Retaliation:** Adverse action against a reporter or participant in an investigation.

SafeSport Key Points

- Applies to athlete-to-athlete and adult-to-athlete misconduct.
- Suspected abuse must be reported immediately to SafeSport, USA Hockey, and Mass Hockey.
- Grooming is considered abuse even without sexual contact.

3 – Roles and Responsibilities

- **Coaches:** Comply with WYSA rules; report all disciplinary actions promptly, except for playoff/tournament timing exceptions.
- **President/Vice President / Coaching Coordinator:** Monitors coach compliance, reports misconduct, and provides mentorship.

4 – Progressive Discipline Guidelines

4.1 **Applicability:** All participants at WYSA events, including travel and lodging.

4.2 **Escalation & Compliance:** Non-compliance may result in extended or increased suspension; related participants may be withheld until compliance.

4.3 **Immediate / Administrative Suspensions:** For safety, welfare, or integrity; pending DC review (USA Hockey Bylaw 10, Mass Hockey Article XIV).

4.4 **Documentation:** All incidents, escalations, and resolutions are recorded in the centralized disciplinary record.

5 – Suspensions

5.1 **Game-Related Suspensions:** Follow USA Hockey rules; WYSA may impose additional discipline.

5.2 **Non-Game Misconduct:** Handled by Discipline Committee ; includes violence, threats, harassment, retaliation, property damage.

5.3 **Discipline Committee Responsibilities:** Must attest to no conflicts; follow procedural fairness.

5.4 **Summary Suspensions:** Administered per USA Hockey Bylaw 10.D.(3)(a) and SafeSport; may convert to formal discipline.

5.5 Progressive Discipline: Repeated violations or non-compliance may result in increasingly severe sanctions at DC discretion.

6 – Procedures for Reporting

6.1 Purpose: Ensure concerns are handled fairly, promptly, confidentially; aligned with WYSA, USA Hockey, Mass Hockey, and SafeSport.

6.2 Who May Report: Players, parents/guardians, coaches, volunteers, spectators.

6.3 What to Report: Unsportsmanlike, abusive, unsafe, or rule-violating conduct.

6.4 How to Report: Contact VP, Head Coach, President, or Age Director; written reports preferred. Anonymous reports accepted.

6.5 Confidentiality: Shared only with investigators or decision-makers.

6.6 Follow-Up / Investigation:

- Acknowledge receipt within 5 business days
- Initial jurisdiction review
- Formal investigation may include interviews, evidence review, witness statements
- Findings presented to WYSA Board / DC

Retaliation Prohibited: Any retaliation is a disciplinary offense.

Outcome Notification: Reporting party informed when resolved, consistent with confidentiality.

7 – Appeals

7.1 Submit within 3 days of decision.

7.2 Hearing within 7 days; suspension remains unless the Appeals Committee directs otherwise.

7.3 The Committee may uphold, modify, or overturn decisions consistent with bylaws.

8 – Confidentiality & Respect

Hearings and proceedings are confidential. Participants and officials must maintain respectful conduct.

9 – Hearing Procedure & Standard of Proof

9.1 **Purpose:** Ensure fair, impartial, and timely hearings for all participants (USA Hockey Bylaw 10, Mass Hockey Article XIV).

9.2 **Hearing Requirement:** Except for emergency summary suspension, no discipline may be imposed until the participant has had a hearing.

9.3 **Burden of Proof:** Association bears burden; findings must meet preponderance of evidence standard.

9.4 **Right to Counsel / Advisor:** Participants may have counsel/advisor at their own expense; panel may reasonably limit participation.

9.5 **Initiation and Timing:** Triggered by emergency summary suspensions, formal complaints, or appeals. Must be scheduled within 30 days unless agreed otherwise.

9.6 **Notice of Hearing:** Written notice at least 7 days prior (unless waived) including:

- Date, time, location, and manner (in-person, virtual, hybrid)
- Allegations and grounds for discipline
- Possible consequences
- Issues to be resolved
- Right to counsel/advisor
- Panel members and facilitator
- Recording information

Participants must raise panel conflicts in writing at least 24 hours prior.

9.7 Hearing Panel Composition: At least three disinterested, impartial members and 1 chair.. President/Vice President should be the hearing chair (pending impartiality) or otherwise chosen by the president. The chair would be a non voting participant. Appeals heard by separate Appeals Committee:

9.8 Participation Rights: Attend, present evidence, call witnesses, respond to questions, have counsel/advisor present.

9.9 Hearing Procedure: Chair opens hearing; evidence presented; participant responds; panel may ask questions; panel deliberates; written decision issued.

9.10 Appeals Following Hearing: May appeal per Mass Hockey and USA Hockey procedures.

10 – SafeSport Compliance

- **Mandatory Reporting:** Immediate report of suspected sexual abuse or misconduct.
- **Investigation:** SafeSport investigations take precedence.
- **Immediate Removal:** Participant may be suspended pending investigation.
- **Training & Background Checks:** Required for all adults interacting with minors.
- **Retaliation Prohibited:** No adverse action toward reporters or witnesses.
- **Confidentiality:** Reports handled per SafeSport privacy standards.

11- Suggested Action chart- non gamesheet related

Offense Category	Specific Offense / Description	Applicable Parties	Minimum Suspension / Action	Summary Suspension	Further DC Action / Notes
Player Level 1 (Minor)	Horseplay, Refusing to participate, Lateness, Dressing room misconduct, Swearing, Minor transgressions	Player	Progressive discipline by Team Official: Warning → Sit 1 period → Sit 2 periods → Sit 1 game. Strike count applies (3-strike).	No	Escalate to DC if team official options are exhausted. Document per USA Hockey Bylaws Art. 7 and Mass Hockey Sec. 11. Track in WYSA Discipline Database.
Player Level 2 (Major)	Fighting (non-game sheet), Smoking/Vaping, Insubordination, Harassment of arena staff or others	Player	Dismissal from ice + next game. Escalation to DC if serious.	Possible immediate removal pending DC review	DC may impose 2-week, 1-month, or 4-month suspension. Report per USA Hockey Art. 6.5 & Mass Hockey Sec. 11.
Player Level 3 (Illegal)	Stealing, Alcohol/Drug use or possession, Vandalism, Other illegal acts	Player	N/A	Immediate removal from WYSA activity pending DC review	1st offense: Dismissal + 4-game suspension. 2nd offense: Dismissal + remainder of season. 3rd offense: Permanent exclusion. Mandatory reporting to USA Hockey & Mass Hockey (Art. 6.5).

Offense Category	Specific Offense / Description	Applicable Parties	Minimum Suspension / Action	Summary Suspension	Further DC Action / Notes
Abuse of Official – Verbal	Threatening or derogatory verbal behavior	All Non-Players	Greater of 3 weeks or 3 games	Immediate removal pending DC review	DC to assess final duration. No participation until review. Per USA Hockey / Mass Hockey.
Abuse of Official – Threaten/Attempt to Strike	Threaten or attempt to strike	All Non-Players	Greater of 6 weeks or 6 games	Immediate removal pending DC review	DC determines the final duration.
Abuse of Official – Striking/Intentional Contact	Physical contact with official	All Non-Players	Indefinite suspension	Yes	DC determines the final duration. Immediate reporting to USA Hockey & Mass Hockey.
Non-Compliance	Failure to comply with WYSA or official directives/bylaws	All	Indefinite suspension	Yes	DC assesses final duration. Includes player/non-player.
Inappropriate Remarks – Spectator/Coach/Manager	Offensive or inappropriate comments	All	Greater of 2 weeks or 2 games	Possible removal pending review	Document per Mass Hockey Sec. 11.

Offense Category	Specific Offense / Description	Applicable Parties	Minimum Suspension / Action	Summary Suspension	Further DC Action / Notes
------------------	--------------------------------	--------------------	-----------------------------	--------------------	---------------------------

Deliberate Injury / Endangering	Ordering or implying a player attempt to injure another	Coach / Staff	Greater of 3 weeks or 3 games	Immediate removal pending DC review	DC assesses final action; report per USA Hockey & Mass Hockey.
Unauthorized Ice Entry	Stepping onto ice during game without permission	All Non-Players	1st offense: Greater of 2 weeks or 2 games. 2nd offense: Double minimum suspension. 3rd offense: Indefinite suspension	Immediate removal for each offense	DC assesses final duration; maintains record for progressive enforcement.