



4.0 Incident Review Process

1. The VP of Operations, as League Governor, will receive the initial report that is filed. If the VP of Operations is directly involved in the incident the VP of Administration will take the accountability as League Governor for the review.
2. The League Governor will assign a three-person (at minimum) investigation review team from any of the Operations committees (Director and Chairs).
3. The Review Committee will nominate a chair of the review team; the review chair will take accountability for all communications for the duration of the investigation and review.
4. Review chair sends a notice of investigation via email to all affected parties asking for statements, witnesses and clarifying questions – all responses must be documented and returned to the committee in writing.
5. If there is not enough information from these notes, subsequent interviews and possibly a hearing may be scheduled (see 4.1).
6. If there is enough evidence to decide, the investigation committee will schedule a decision meeting and the outcome will be:
 - a. Issue an email of, “no findings” submit send a response to the named subject and close the investigation; or
 - b. If they feel discipline is necessary, submit their recommendation to the League Governor.
7. The League Governor will issue a discipline letter to the subject.
8. Once a decision has been made, and an investigation is complete: the initial reporter will receive notification the investigation is closed, but they will not be privy to the decision, as this is not in line with our privacy standards.

4.1 Hearing process

1. Review chair will inform the League Governor if they require a hearing for more information.
2. The League Governor will schedule a location and a time and send notice to all required participants, giving all parties a minimum of 3 days notice. FMMHA Board Secretary will be invited to collect formal discussion notes.
3. The League Governor and review chair will prepare an agenda for the hearing that must allow review members to ask direct questions and allow all participants the opportunity to express their views and respond to any allegations.
4. The League Governor will chair the hearing and bring the discussions to a close at the end of the agenda.
5. The discussion notes will be shared to the review committee as their final evidence in the investigation.

4.2 Discipline Guidelines

When an individual is suspended, they are suspended from **all Minor Hockey activities**. This includes any minor hockey games, practices; tryouts, evaluations, team building events, dryland events. In the case of an adult being suspended, they must refrain from contacting any team officials during the time of their suspension.

ALL SUSPENSIONS WILL BE REVIEWED BY THE LEAGUE GOVERNOR TO ENSURE CONSISTENCY IN THE APPLICATION OF DISCIPLINE IS MAINTAINED.

Mild (minimum verbal warning)

This would be applied when the offence is a first offence and is less severe in nature. The offending individual has shown true remorse in their statements and the actions seem to be out of character. The review team feels there is little

chance of this person re-offending.

Examples of Discipline (not limited)

- *Verbal or written warning from division director*
- *A request to review and sign off on appropriate Code of Conduct • 1 game suspension*

Moderate (minimum 2 game suspension)

This is for offences that are deemed to be more significant than a mild offence in severity such as bullying, or verbal assault. Application of this type of discipline could be for a second offence. It could also be applied to individuals who have not accepted responsibility for their actions, those who show no remorse and if the review committee feels that the likelihood of re-offending is high (even if this is a first offence).

Examples of Discipline

- *A request to review and sign off on appropriate Code of Conduct with Division director*
- *A request for a written apology letter*
- *Suspension from traveling with team or utilizing team bus*
- *2-4 Game suspension*

Severe (Minimum 5 games)

This is for the most serious offences, such as harassment or physically threatening or assaulting another individual. As well, application of this type of discipline would be for individuals who have re-offended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to reoffend.

Examples of Discipline

- *A request to review and sign off on appropriate Code of Conduct with Executive Board in a review meeting*
- *A request for a written apology letter*
- *Suspension from traveling with team or utilizing team bus*
- *5-unlimited amount of game suspension*
- *Expulsion from league*

4.3 Enforcement

Within FMMHA, the following individuals have the power to issue discipline within the Association:

- Vice President Operations / League Governor, WBHL
- Vice President Administration/ Discipline Governor, Elite Stream •

Another member of the FMMHA Executive, delegated by either Governor, in their absence, and

- The President (though the President is not typically engaged in the complaint handling process unless the League Governor's decision is appealed).

Part of this process also includes the right of the facility to support the necessary discipline, which may include restricting a participant from entering a facility during an FMMHA event.

After investigation, the FMMHA League Governor shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the association for any conduct on or off the ice

which in the sole discretion of the League Governor is deemed to be improper behavior that is unbecoming or detrimental to the game.

The Association is prepared to enforce any provisions and suspensions as issued by the league governor as they are an integral part of the reporting and enforcement initiatives, up to and including removing a member from good standing and/or expulsion from League.

4.4 Appeal Process

To ensure that a complaint has been handled with impartiality and fairness, FMMHA has an appeal process; in cases where there is a perception that an incident has been mishandled or discipline improperly applied, the member has the right to appeal.

Upon receiving a request for an appeal of the League Governor's decision, the FMMHA President and two other executive board members that were not involved in the original investigation, will hear any appeals related to the discipline or actions undertaken as a result of the outcome of an investigation.

The appeal committee will have full access to the original review committee's investigation notes, email exchanges and collected statements.

Appeals should be heard as soon as is practical; i.e. within 7 days of appeal submission. The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of the FMMHA by email within five (5) days from the date of the notification of discipline. If this FMMHA appeal committee denies the appeal, further appeals can be made to Hockey Alberta under the normal appeals process.