



Chiefs Hockey Club

Rules, Conduct, Policies and Procedures

Approved by the Chiefs Board of Directors: November 5, 2015

Revised and Approved by the Chiefs Board of Directors: October 18, 2018

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Introduction

The policies and procedures herein are intended for Chiefs Hockey Club leadership, parents, guardians, coaches, spectators and players, to ensure:

1. Conduct both on and off the ice is in keeping with club, AHAI and USA Hockey policies
2. Awareness of processes should an incident occur and a complaint submission be desired
3. Awareness of rules and penalties should disciplinary action be taken

The Chiefs Hockey Club's Rules and Conduct (R&C) Committee, on behalf of the Chiefs Hockey Club Board of Directors (Board), will utilize these rules, policies and procedures to ensure that a consistent, professional and fair process is followed should an incident occur. The Chiefs Hockey Club reserves the right to amend these rules, policies and procedures at any time.

The Chiefs Hockey Club's Rules and Conduct (R&C) Committee consists of the following (see Chiefs website for contact information):

1. Vice President (Chairperson)
2. Hockey Director: Mite (U8) and Squirt (U10)
3. Hockey Director: PeeWee (U12), Bantam (U14) and Midget (U18)
4. President

It is suggested that each family review this document together to ensure all players, parents and guardians are aware of the Chiefs Hockey Club rules and policies and are familiar with penalties they may face, should a violation occur.

All players and parents and guardians are subject to these Chiefs Hockey Club policies, procedures and rules outlined herein at all times they are engaged in club sanctioned on-ice or off-ice activities.

Provision of Family Documents at Season Start

At the beginning of each season, each team Manager will provide each family with various forms that are required to be completed and signed by each player and or each parent or guardian as early as possible in the season and no later than prior to the first game of the season. Should a completed set of forms not be returned by this deadline or a family refuses to provide documents, the player may be un-registered from the program and will be provided with a full refund with the exception of the evaluation fee.

The following documents are to be completed, signed and provided to your team manager prior to the first game:

1. USA Hockey Code of Conduct
2. USA Hockey Consent to Treat
3. USA Hockey Waiver
4. Chiefs Hockey Club Zero Tolerance Policy
5. One photocopy of your player's birth certificate

AHAI Parent/Spectator Suspension Rule and Zero Tolerance Policy

Parents and Spectators

A game will be stopped by on-ice officials when the parents/spectators displaying inappropriate or disruptive behavior interfere with other parents/spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the parents'/spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced. Violators will potentially serve a minimum mandatory 3-game suspension from that team's games and may be subject to further disciplinary action by the NWHL and the Chiefs Hockey Club. If a Chiefs parent/spectator is removed from the game, the Chiefs Head Coach is required to immediately inform the Chiefs Rules and Conduct Committee.

Reporting System

An official will file an electronic "Incident Report" detailing the official's version of the occurrence with the AHAI Rules and Ethics (R&E) Committee. The Committee will send the report to the spectator's club in order for the club to conduct an investigation, per the process outlined herein. Upon completion of the spectator's club investigation, the investigating club will report back to the AHAI R&E Committee for final approval of the minimum 3-game suspension or any additional imposed suspension.

Zero Tolerance Policy

In an effort to make ice hockey a more desirable and rewarding experience for all participants, AHAI and the Chiefs Hockey Club have a very simple definition of Zero Tolerance. The definition is: Any lack of Respect or Unsportsmanlike conduct will not be tolerated and will be a violation of the Zero Tolerance Policy. This policy is designed to require all players, coaches, officials, team administrators, parents and spectators to comply with the Zero Tolerance Policy. Each organization is expected to enforce this Policy. In addition, AHAI has instructed the Officiating Program to adhere to certain points of interest to enforce this Policy in all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all On-Ice Officials:

Players

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
 2. Uses obscene or vulgar verbal or non-verbal language at any time, including any swearing, even if it is not directed at a particular person.
 3. Visually demonstrates any sign of dissatisfaction with an official's decision.
- Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Coaches

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as “baiting” or inciting players or coaches are prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents and Spectators

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator’s viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language (verbal and non-verbal) in a boisterous manner to anyone at anytime.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Chiefs Hockey Club Parent and Guardian Conduct Policy

The Chiefs Hockey Club is a member of the Northwest Hockey League (NHL) and the Northern Illinois Hockey League (NIHL). The Chiefs Hockey Club adheres to the Parent’s Code of Conduct of all leagues it is a participant in and governed by the Amateur Hockey Association of Illinois (AHA) and USA Hockey.

Under the governance of AHA, the Chiefs Hockey Club shall adopt and enforce their rules regarding conduct. Any conduct (on or off-ice) deemed to not be in the best interest of youth hockey or the Chiefs Hockey Club, will be viewed as a violation of the Parental/Guardian Code of Conduct by the Chiefs Hockey Club.

The Chiefs Hockey Club’s Family Pledge and Parent/Guardian, Coach and Player Code of Conduct are outlined below.

Family Pledge

As a parent/guardian of a young person in the Chiefs Hockey Club,

- My family will read, understand and abide by this document as well as the NHL, NIHL and AHA Rules and Regulations.
- I will do my part to respect all players, coaches, officials, spectators and parents.
- I will not participate in any name calling, unsportsmanlike behavior or acts that detract from the sport of youth hockey; either in person, telephone, email, social media or any other means.
- I resolve to conduct myself as a respectful player, spectator, parent and adult, even under the most trying circumstances.

- It is important to remember that through hockey we are building a solid foundation for future character development and I serve as a direct example to all youth in the program.
- I will do my part to make this season of youth hockey the best for my child and our team, welcome all guests at our home rink.
- I will assure that my player is properly equipped to play the game of hockey including all safety equipment (including mouth and neck guards) and I understand that my player may not participate if he/she does not have or wear all safety equipment.

Parent/Guardian, Coach and Player Code of Conduct

In addition to the aforementioned, parents/guardians, coaches and players adhere to the following conduct:

- Will refrain from engaging in any physical or verbal altercations.
- Will conduct themselves in a manner which will exemplify good sportsmanship and fair play.
- Will be respectful of all team players and coaches both on and off the ice.
- Will refrain from negative or derogatory public comments about players, coaches, referees, the club leadership, or league officials; either in person, telephone, email, social media or any other media.
- If a perceived problem exists on their team, the Parents/guardians will first contact the team coach. If the problem is not quickly resolved, the individual may then contact the Rules and Conduct Committee via the complaint form and process noted at the end of this document. No other form of submission will be accepted.

Chiefs Hockey Club Player Uniform/Dress Code

The Chiefs Hockey Club has a preferred uniform policy in order to maintain a consistent appearance that reflects well on the organization and its participants. The purpose of this policy is to have all representatives of the Chiefs Hockey Club presented in a consistent, professional and positive manner to the club, visiting clubs and to the public.

Players

All Chiefs Hockey Club players are required to have club provided game jerseys, games socks, reversible practice jerseys and warm-up jacket and pants.

The Chiefs Hockey Club has a game day dress code, which requires all players to wear club provided warm-ups to and from all games. At limited times, a team's coach may change this game day policy by asking the team to wear shirts and ties, for example. This is acceptable and is at the coach's discretion for special occasions.

All Chiefs Hockey Club players are required to wear provided game jerseys and matching socks, at all games. The white jersey will be worn with two white socks and the black jersey will be worn with two black socks.

All Chiefs Hockey Club players are required to wear provided reversible practice jerseys at all practices.

Players must also wear a black helmet and black hockey pants at all games. Players new to the organization are allowed to have a different helmet and/or hockey pant color,

but the club requests these new players comply with this dress code when purchasing new items.

Coaches

All Chiefs Hockey Club coaches are required to have a club provided warm-up jacket and pants and are required to wear club provided warm-up jacket and pants to all practices. The club provided warm-up jacket is required for all games. Coaches may wear dark (blue or black) pants to games, other than their club provided warm-up pants, for games only.

Bantam (U14) and Midget (U18) Game Benching Policy

Like most sports, hockey requires team practice in order to ensure an enjoyable and competitive experience is had by the team. Hockey is a team sport and requires commitment from all players, to ensure enjoyment by all. When players consistently miss practices, this detracts for the overall team experience. To help limit non-excused absences, at the Bantam (U14) and Midget (U18) levels, the club has developed this policy. This policy raises awareness of the potential issue that non-excused absences may cause and provides club coaches with options should there be a problem.

Therefore, Head Coaches may bench players from game participation if a player misses three or more non-excused practices. A “non-excused” absence occurs when a player (or his parents) does not respond to the Chiefs app or email notification noting that the player will not be attending a practice, and the player does not attend the practice. Prior to benching a player, the Head Coach must first email the Rules and Conduct Committee noting his intent to bench the player along with notes outlining the dates in which the practices were missed. After being benched for one game, the player may continue game participation so long as practice attendance has continued. A benched player must attend the game in which he is benched must wear full gear and remain on the bench during the game.

Coach and Manager Participation Policy

The Chiefs Hockey Club’s allows one Head Coach, two Assistant Coaches and one Manager per the club’s “Coach, Manager and Goalie Discount Policy”. All candidate Coaches and Managers must be approved by the club’s Board of Directors prior to team assignment.

All club approved Coaches must complete and maintain the following, prior to the first season game (with exception of CEP Certification) in order to maintain their club approved status. Coaches with an incomplete status, after their first season game, will forfeit their club provided discount and may be removed from their team until all items are complete.

- USAH Number
- Coaching Modules
- Safe Sport Training
- Fingerprinting/Background Checks
- CEP Certification (must be complete by 12/31)

All club approved Managers must complete and maintain the following, prior to the first season game in order to maintain their club approved status. Managers with an

incomplete status, after their first season game, will forfeit their club provided discount and may be removed from their team until all items are complete.

- USAH Number
- Safe Sport Training
- Fingerprinting/Background Checks

Northwest Hockey League (NHL) Balanced Ice Time (BIT) Policy

The NHL strictly enforces its BIT policy as noted and defined in the “NHL Balance Ice Time Policy” distributed yearly to club members. Since this is a league policy it is not governed by game officials. Coaches who suspect an opposing team is violating the league policy are not to confront game officials or opposing coaches at games but are to contact the club’s Rules and Conduct Committee after the game. The Committee will contact the NHL immediately and the league will assign an observer to confirm the suspicion at the opponents next game. Parents who, after reviewing the “NHL Balance Ice Time Policy”, suspect their own coach or the opposing may be violating the policy are not to confront officials or any coaches at games but are to contact the club’s Rules and Conduct Committee after the game.

Locker Room Policies

Team Coaches and Managers are to ensure the following policies are abided by and enforced anytime a player is within a locker room.

1. The use of cameras by anyone is not allowed in any locker room at any time.
2. No food is allowed in any locker room, at any time. This policy is in place to ensure the safety of players and parents who may have severe food allergies. If a player needs to eat while at a rink, please ask them to do so in the rink lobby or other food service areas.
3. The club requires that two adult coaches (of the same gender as the players or two adult women in the case of an all-girls team) be present in a locker room, at all times, to ensure player safety. If Mites and Squirts need assistance with skates or equipment, this assistance is allowable by parents. Parents should however, leave after assistance is given.
4. Horseplay, unsportsmanlike behavior and bullying will not be tolerated by the club and is forbidden anywhere and at all times.
5. If you have a Co-ed team, please reference the USA Hockey Co-ed Locker Room Policy below. The club requires a team follow one of the options listed in the USA Hockey Co-ed Locker Room Policy in Co-ed team settings.

USA Hockey Co-Ed Locker Room Policy

The Co-ed Locker Room policy attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all of our participants. Below are some other options for compliance with USA Hockey’s Co-Ed Locker Room Policy:

Have a minimum attire policy if sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.

A second option is for the program to have boys and girls change/dress in separate, supervised locker rooms. Then approximately ten (10) to fifteen (15) minutes before each game/practice everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player (whether boy or girl) is not fully dressed by the time the coach arrives, then that player must go to a separate locker room or bathroom to finish dressing. The onus is on the players being properly dressed when the coaches actually begin preparing the team for the practice or game.

Another option is the alternate use of a single locker room. Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change.

Please note that with Co-ed programs, it is important that two persons monitoring the locker room are of the same gender as the players being monitored. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another from allegations.

“Sick Children Stay Home” Policy

The Chiefs Hockey Club maintains the District 205 “When Should Your Child Stay Home?” policy. The club requests that all parents show common sense and respect to other families when you believe your player (or a participating family member) may be sick. Please allow them to stay home or stay in their hotel room, if you are at a tournament. Your coach can do without your player for a game in which your player is sick. Parents of sick family members, who disregard this policy, may be subject to discipline by the Chiefs Rules and Conduct Committee.

“When Should Your Child Stay Home” according to District 205 and Chiefs Hockey Club policy?

- Any illness which is accompanied by decreased energy and an inability to sustain usual daily activity level.
- Diarrhea or Vomiting: until illness is over and your child does not experience vomiting or diarrhea for at least 24 hours – without use of medicine.
- Red eye(s) or Skin Rash: Your child may return to school and hockey when accompanied by a doctor’s note which states your child is cleared to return. If eye drop medication is prescribed, your child will need to complete 24 hours of medication at home, prior to returning to school and hockey.
- Bad coughs/Cold Symptoms (continual coughing, persistent runny nose, headache) which cause interference with your child’s ability to focus on school and hockey activities.
- Fever of 100 degrees or greater, by mouth (or 99 degrees or greater under the arm). Your child should be fever-free for 24 hours, without the use of medicine before returning to school and hockey.
- If antibiotics are prescribed for communicable diseases, the medication must be given for 24 hours at home before the student returns to school and hockey.

Private Goalie Coach Policy

The Chiefs Hockey Club allows private goalie coaches on the ice at club practices, so long as the following requirements are met.

- Prior to on-ice participation, private goalie coaches must maintain and provide the club Registrar with proof of USA Hockey membership, successful completion of Safe Sport training and a club Registrar approved background check. Contact the Registrar with questions. Associated costs are at the expense of the private goalie coach.
- Private goalie coaches must sign a Hold Harmless Agreement with the Chiefs Hockey Club along with a Bensenville Ice Arena Waiver, prior to on-ice participation. Both documents can be obtained by contacting the club Registrar.
- All signed and approved documents and notes are to be stored in the club Dropbox for future reference.
- No more than two private goalie coaches are to be on a single sheet of ice at any given practice. Parents hiring the private coaches are responsible for managing this.
- The cost of the private coach(es) is the sole responsibility of the parents hiring the coaches.
- The participation of any private on-ice goalie coaches, at a given practice, must be pre-approved by the team's Head Coach no less than two days prior to each practice. The hiring families are responsible for pre-approving the goalie coach participation with the Head Coach.
- The team goalie's first priority will be to support their team at their practice and the team's Head Coach has ultimate say on the role of the goalie coach, during the practice.
- Parents are not to complain to the team's coaches or the Board of Directors about private goalie coach utilization.
- A helmet must be worn at all times, while on-ice.
- Failure to fully abide by the requirements herein (by the hiring family and or the goalie coach), will result in disciplinary action by the Chiefs Hockey Club's Rules and Conduct Committee.

Adult On-Ice Assistant Policy (Age 18+)

The Chiefs Hockey Club allows up to two parent/guardian, non-coach volunteer assistants on the ice at club practices, so long as the following requirements are met.

1. On-ice assistants must maintain and provide proof of USA Hockey membership, successful completion of Safe Sport training and successfully complete a Chiefs Registrar approved background check. Any associated costs are at the expense of the on-ice assistant.
2. On-ice assistants must sign a Hold Harmless Agreement with the Chiefs Hockey Club along with a Bensenville Ice Arena Waiver.
3. All signed and approved documents and notes are to be stored in the club Dropbox for future reference.
4. The participation of the on-ice assistants must be pre-approved by the team's Head Coach no less than two days prior to each practice. Day to day participation is to be determined by the Head Coach.
5. Qualifying and pre-approved on-ice assistants are allowed to assist at practices only and are not to be on-ice or on a team bench for games, jamborees, scrimmages, etc.
6. A helmet must be worn at all times, while on-ice.

7. Approval to assist on-ice must be issued each season.
8. On-ice assistants are not allowed in locker rooms, during Chiefs activities.
9. Failure to fully abide by the requirements herein, will result in disciplinary action by the Chiefs Hockey Club's Rules and Conduct Committee.

Student Coach Policy (Age 13-17)

The Chiefs Hockey Club allows on-ice student coaches, between the ages of 13-17, to assist coaches, so long as the following AHAI/Chiefs Hockey Club "student coach" policy is met.

Purpose:

1. To help train entry level coaches at an earlier age level (Mentor Program).
2. To allow the younger players who wish to do so an opportunity to participate on the ice and help the coaching staff demonstrate/teach skills.
3. To give actual on-ice experience to our younger players who aspire to become a coach in the future.
4. To allow these young players protection under the USA Hockey Insurance program.

Student Coach Requirements and Process:

1. The candidate must be a player between the ages of 13 and 17 and is currently and properly registered and rostered on an AHAI / USA Hockey team, may serve as a Student Coach. Please refer to the AHAI Student Coach Policy PDF for ALL details regarding procedure to certify Student Coaches in Illinois.
2. The candidate must be pre-approved by the Chiefs Hockey Club Board of Directors prior to beginning the approval process outlined herein.
3. The candidate must attend a training session conducted by the local association's Hockey Director, pertaining to practice, clinic, tryout and locker room policies.
4. The student coach may help out at practices, clinics and tryouts only. (May not participate in scrimmages or games as a Student Coach).
5. The student coach may not act as an assistant or head coach during practices or games. The student coach may not be on the bench during games.
6. The student coach must wear a helmet with full face shield, gloves and skates while on the ice.
7. The student coach may only work with players at least one (1) full playing age level down (e.g. a PeeWee player may act as a student coach at the Mite or Squirt Level).
8. The candidate and the Chiefs Hockey Club must complete the USAH Student Coach form (available from pjakubowski@ahai2.org) and then:
 - a. Mail to: AHAI / STUDENT COACH – P.O. BOX 217 – BATAVIA, IL 60510
 - b. Mail to: AHAI Registrar – 719 County Line Road, Hinsdale, IL 60521
 - c. Email to: Chiefs Hockey Club Registrar
9. Once the Student Coach candidate has completed his / her AHAI/USAH recommended Student Coach Clinic conducted by the Club/Organizations' Hockey Director, the following procedure MUST also be completed in a timely fashion:

The organization which is using the Student Coach must provide a copy of the USAH Student Coach Form indicating on what team he / she is participating as a Student Coach, and what team he / she is properly registered / rostered as a player. This form must be submitted to the AHAI

Registrar before participating as a Student Coach. This form must be submitted annually and whenever there is a change of either team.

10. Only NEW candidates for Student Coach are required to attend a Student Coach Workshop. Any Student Coach that has already attended a Student Coach Workshop in the past does NOT need to attend again.
11. Once all requirements are complete, the Chiefs Registrar will approve the Student Coach to participate on-ice.
12. All signed and approved documents and notes are to be stored in the club Dropbox for future reference.

Chiefs Hockey Club Social Media Policy

It is the position of the Chiefs Hockey Club that all players and family members of the club shall refrain from participating in any form of electronic cyber communications that are deemed by the club to be negative, threatening, harassing, derogatory, defaming or otherwise interpreted as cyber harassment as defined by Illinois Compiled Statute 720 ILCS 135/1-2 (<http://law.justia.com/codes/illinois/2010/chapter720/1883.html>).

These forums include, but are not limited to Facebook, Twitter, Instagram, email, texting, internet blogs or another medium.

Additionally, per the USA Hockey/AHAI SafeSport manual:

“...All electronic communication of any kind between coach and player, including social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Social media and other means of communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey/AHAI Program will not be tolerated and are considered violations of USA Hockey/AHAI's SafeSport Program.”

In this era of social media, the club believes its membership needs to be held to the highest standard of integrity. Violations may be reported to law enforcement with formal criminal complaints to follow.

Anyone found to be in violation of the Social Media Policy may receive one or more of the following sanctions as deemed appropriate by the Chiefs Hockey Club Rules and Conduct Committee;

1. **Step One** (First Violation) **Three (3) game suspension**
2. **Step Two** (Second Violation) **Thirty (30) day suspension**
3. **Step Three** (Third Violation) **Lifetime Expulsion** from the Chiefs Hockey Club

It is possible for an individual to accumulate three (3) or more violations in the course of a single investigation that may result in a Step-Three violation and lead to a lifetime expulsion from the Chiefs Hockey Club.

Chiefs Hockey Club Right of Refusal of Service and Registration

In an effort to maintain the highest standards of sportsmanship and to demonstrate the club as a leader in Illinois youth hockey, both on and off the ice, the Chiefs Hockey Club reserves the right to not accept registration for participation in any, and all Chiefs Hockey Club programming should the Board of Directors, through a simple majority vote, determine said registration diminishes the integrity of the organization.

The basis of any refusal of service may be based on past or present conduct by the individual attempting to register, or any member of their family, extended family, former marital relationships, or social network which has engaged in conduct which the Board of Directors deems to not be in the best interest of youth hockey & the Chiefs Hockey Club.

Any refusal of service will be provided to the applying individual in writing with an explanation outlining the decision and Chiefs Hockey Club board approval. The Chiefs Hockey Club shall not deny service based upon race, religion, ethnicity, creed, gender or sexual orientation.

“Game Misconduct” Policy and Procedure

Should a Chiefs Hockey player or coach be issued a “Game Misconduct” during a game sanctioned by the NWHL, and “Game Misconduct” is noted and signed by all parties required on the scoresheet, the Chiefs Hockey Club shall consider a Game Misconduct did occur and will immediately follow the procedure noted below.

Procedure:

1. Within 24 hours of the game, the Chiefs team manager will scan and email the scoresheet (showing that a Game Misconduct did occur) to:
 - a. Chiefs Hockey Club Rules & Conduct Committee Chairperson (Club VP)
 - b. NWHL Statistician
 - c. NWHL Rules and Conduct Chairperson
2. The Chiefs team Head Coach will suspend the player or coach (automatically and without prior approval needed) for one game, in accordance with AHAI and USA Hockey rules (see Suspension Serving Rules below). If the Head Coach was issued a Game Misconduct, he will automatically serve a one game suspension per the same rules.
3. The Chiefs Hockey Club’s Rules and Conduct Committee, may determine that additional penalties are warranted (in accordance with policies and procedures outlined herein) and will communicate these as needed.
4. At the game in which the suspension is being served, a Chiefs team coach must note on the scoresheet that the player or coach served the suspension and the scoresheet must be signed by all parties required by the scoresheet.
5. Within 24 hours of the game, in which the suspension was served, the Chiefs team manager will scan and email the scoresheet (clearly showing the served suspension) to:
 - a. Chiefs Hockey Club Rules & Conduct Committee Chairperson (Club VP)
 - b. NWHL Statistician
 - c. NWHL Rules and Conduct Chairperson
6. The issued Game Misconduct will be considered served and resolved by the Chiefs Hockey Club’s Rules and Conduct Committee when the procedure above is complete.
7. In some circumstances, the NWHL may rule for additional penalties against the player or coach (in addition to the game suspension) and may also refer the

issue to AHAI. AHAI is only involved in these situations when:

- a. The NWHL refers the issue
- b. The Chiefs Hockey Club optionally desires to get AHAI involved
- c. A referee submits a formal incident report pertaining to Zero Tolerance Policy issues experienced with a spectator, parent, coach or player in addition to their notations on a standard scoresheet

Suspension Serving Rules:

1. The game(s) in which the suspension is to be served must fit two criteria. The game(s) must be:
 - a. The “next” scheduled game (required by AHAI)
 - b. An officially sanctioned game of the NWHL (required by NWHL)
2. There will be cases in which the “next” scheduled game is a non-NWHL game (a tournament, for example). In these cases, the player or coach is required to first serve the AHAI suspension of the “next” game and then serve the NWHL suspension of the next NWHL game (two games served for a one game suspension).
3. The suspended player or coach is required to attend the game(s) in which the suspension is being served, as a seated spectator/observer from the stands (not on the bench), dressed in their Chiefs provided warm-ups.

Chiefs Hockey Club Disciplinary Action Policy

Any perceived violation of the Chiefs Hockey Club’s Rules, Conduct, Policies and Procedures, as well as submitted complaints, may result in an investigation by the Chiefs Hockey Club’s Rules and Conduct Committee and may result in suspension or expulsion from the Chiefs Hockey Club or other disciplinary action as determined by the Rules and Conduct Committee.

Anyone found to be in violation of the Chiefs Hockey Club’s Rules, Conduct, Policies and or Procedures may receive one of the following sanctions as deemed appropriate by the Chiefs Hockey Club Rules and Conduct Committee, unless stated otherwise in this document. Violations will accumulate through one calendar year. Please note that “warnings” are not given. Any violation will result in a minimum, one game suspension, as deemed appropriate by the Rules and Conduct Committee.

- | | |
|---------------------|---------------------------------------|
| 1. First Violation | One (1) game suspension |
| 2. Second Violation | Three (3) game suspension |
| 3. Third Violation | Thirty (30) day suspension |
| 4. Fourth Violation | Expulsion from the Chiefs Hockey Club |

Chiefs Hockey Club Rules and Conduct Committee

Section 1. Purpose

The Chiefs Hockey Club's Rules and Conduct Committee (R&C) Committee is appointed by the Chiefs Hockey Club Board of Directors for the purpose of, assembling and maintaining the club's rules and regulations and/or policies, investigating findings with respect to alleged violations or complaints by club members, parents, players, coaches, employees or agents of any applicable by-laws, rules and regulations and/or policies and ruling and enforcing resulting penalties.

Section 2. Chiefs Hockey Club Rules and Conduct Committee Process

The Chiefs Hockey Club subscribes to a "24 Hour Rule" policy with regard to the reporting of a complaint or issue of concern. The intent is not to discourage discussion, but to impose a period to allow emotions to cool and to allow a civil conversation to occur.

1. Written complaints may be completed by any complainant via the attached official form (see Appendix) and is to be submitted to the Committee Chair (club Vice President), no less than 24 hours after the incident occurs. If, for any reason, the complainant does not feel comfortable with submitting the complaint to the Committee Chair, the submission may be made to the club President.
2. There shall be no contact with the Rules and Conduct Committee before a 24-hour period following the occurrence of an issue of concern and only then shall the contact be in writing and following the processes and procedures outlined herein.

If a complaint is lodged against an individual and the complaint is found to be without merit, sanctions against the complainant may be enacted at the discretion of the Rules and Conduct Committee.

Upon receipt of a written complaint, the Rules and Conduct Committee shall, in a timely manner, follow the procedures outlined below:

- A. **Review of Complaint:** The Rules and Conduct Committee shall review the written complaint. A complaint shall not be considered unless it is stated in writing, identifies the complainant, is complete and utilizes the form provided below. Upon review of the complaint, the Rules and Conduct Committee shall make an initial determination as to whether the facts set forth in the complaint, if accepted as true, encompass acts or omissions that would constitute a violation of any rules. If not, the Rules and Conduct Committee should submit to the Board of Directors a written report containing its finding that the complaint does not encompass acts or omissions that would constitute a violation of any rules, and that the Rules and Conduct Committee is therefore without jurisdiction to consider said complaint. If the Rules and Conduct Committee determines that the facts set forth in the complaint, if accepted as true, encompass acts or omissions that would constitute a violation of any rules, then Rules and Conduct Committee shall perform steps (B) and (C) as set forth below.
- B. **Investigation:** One or more members of the Rules and Conduct Committee may promptly interview, in person or by telephone, all pertinent parties as to the facts and circumstances underlying the complaint. Pertinent parties to be interviewed shall include the complainant, the accused, any witnesses identified by the complainant or accused, and any other witnesses otherwise known to the Rules

and Conduct Committee.

- C. Committee. The investigating member or members of the Rules and Conduct Committee shall also review any pertinent documents or witness statements.
- D. Report: Following its investigation, the Rules and Conduct Committee shall prepare a written report, which shall contain the following information: (i) the identities of the complainant and accused; (ii) the identity of all witnesses interviewed by the Rules and Conduct Committee in its investigation; (iii) the identification of any other evidence considered by the Committee in the course of its investigation, including documents and/or witness statements; (iv) findings of fact as to the truth or falsity of complainant's allegations or other pertinent facts; (v) findings as to whether any rules were violated by the accused; and (vi) in the event a violation is found to have occurred, a recommended penalty. This report shall be reviewed by all members of the Rules and Conduct Committee and then submitted to the Board of Directors.

Section 3. Hearing.

The Board of Directors shall review and consider the written report of the Rules and Conduct Committee at its next regularly scheduled board meeting or, if deemed necessary, at a special meeting or by email. At that time, the Board, by majority vote and paying due deference to the findings of fact as determined by the Rules and Conduct Committee, shall either:

- (i) Approve and adopt the Rules and Conduct Committee report, including its ultimate findings and recommended punishment, if any;
- (ii) Approve and adopt the Rules and Conduct Committee report with modifications;
- (iii) Reject all or any part of the report; or
- (iv) Return the report to the Rules and Conduct Committee for the purpose of clarification or additional investigation. The ultimate ruling upon the complaint shall be made by the majority vote of board following due consideration of the Rules and Conduct Committee report. Neither the complainant nor the accused shall have the right to present witnesses, testimony, or any other evidence to the Board other than as presented to the Board by way of the Rules and Conduct Committee report.

Section 4. Penalties

If the Board concludes that the accused has violated rules, the Rules and Conduct Committee may then levy any penalty deemed appropriate, including, but not limited to, probation, suspension from club activities, or expulsion, taking into account all underlying facts and circumstances. The expulsion or termination of membership shall be effective only after the affirmative vote of at least two-thirds of the board members present at a regular or duly notice special meeting.

Section 5. Appeal

Members may appeal penalties levied by the Board by submitting a written notice of appeal as well as an appeal fee in the amount of \$150.00 submitted to the club Vice President (checks made out to Chiefs Hockey Club). The appeal fee will be provided to the Treasurer for deposit into the club's Financial Aid Fund. Following receipt of the notice of appeal and appeal fee, the appealing member shall be allowed to appear before the Vice President and President and present witness testimony, other evidence,

and/or reasons, factual, legal, or equitable, as to why the Board's ruling was incorrect, or should be reversed or modified. The Vice President and President shall give due consideration to the matters presented by the appealing member and then, by majority vote of the Board, determine whether the ruling should be affirmed, reversed, or modified. The appealing member may be notified of the Board's decision either at the meeting or in writing sent by email or U.S. mail or email to the appealing member's last known address of record. The Board's decision shall be final and non-appealable.

Section 6. Emergency Suspension

In the event the President or Vice President becomes aware of any alleged improper conduct or behavior of any member, player, parent, guardian, player, coach, agent or club employee, which has the potential to result in immediate physical or emotional harm, violence, a violation of the law, or similar consequences, the President or Vice President shall have the emergency power to issue an immediate suspension of the accused member, player, parent, guardian, player, coach, agent or club employee. The suspension shall remain in effect until it is lifted by the President or Vice President. In the event such an emergency suspension is issued, the Rules and Conduct Committee shall conduct an investigation of the allegations as soon as possible and should report their findings to the President and Vice President. Following the presentation of such findings, the President and Vice President shall either: (i) revoke the suspension subject to a finding that there exists no potential for physical or emotional harm, violence, violation of the law, or similar; or (ii) continue the suspension pending a full investigation and report by the Rules and Conduct Committee.

Section 7. Privacy

Information pertaining to club investigations, penalties and Rules and Conduct Committee activities will remain confidential to the Chiefs Board of Directors, the accused, the complainant, coaches and the team manager, unless otherwise determined by the Rules and Conduct Committee.

Chiefs Hockey Club Player Conduct Point System & Penalties

As duly adopted by the Chiefs Hockey Club Board of Directors and its Rules and Conduct Committee, the rules, conduct, policies and procedures have been adopted for the purpose of establishing minimum conduct standards for Chiefs players, both on and off the ice and for ensuring, to the fullest extent possible, that all players are treated consistently and objectively in matters of discipline.

The rules, conduct, policies and procedures shall apply to all Chiefs players and shall not exclusively govern the rules, conduct, policies and procedures of Chiefs players, but shall supplement and be in addition to other standards of conduct, including all "zero tolerance" or similar standards promulgated by USA Hockey, AHAI, NWHL or any other governing body.

As adopted, the rules, conduct, policies and procedures shall assess “points” to a player for a violation. The following table sets out the type of conduct violating the rules, conduct, policies and procedures and the number of points assessed for such violation:

Conduct Constituting Violation of Rules, Conduct, Policies and Procedures	Points
Verbal and or non-verbal abusive or lewd conduct toward spectators, officials, coaches and or other player(s)	3-5
Refusal to cooperate with a Rules and Conduct Committee investigation	3-5
Physical abuse and or fighting toward spectators, officials, coaches and or other player(s)	5-10
Vandalism or Property Damage to home or away rink facilities	5-10

Only one “violation” can be assessed per incident. Points shall cumulate on a “rolling” two-year basis. If a player violates the club rules and or conduct policies, the points assessed shall be added to any points assessed at any time during the two calendar years prior to the incident in question. The total, or accumulated number of points shall determine the penalty to be assessed. For example, if a player violated the club rules and or conduct policies on account of an incident occurring on December 30, 2013, which violation, standing alone, results in 5 points, but the same player was assessed 10 points for an incident occurring on December 31, 2011, then that player would be assessed 15 points for the December 30, 2013 incident and penalized accordingly.

Penalties

The following penalties shall be assessed to a player, depending upon the amount of points assessed:

1. A violation for which more than three (3) but less than five (5) points are assessed shall result in a one-game suspension. The game shall consist of only league, or tournament games (not practice games). The player shall be required to attend the suspension game per the club’s suspension rules. The player shall not be suspended from any practice or other team event. See “Suspension Serving Rules”.
2. A violation for which more than five (5) but less than ten (10) points are assessed shall result in a three-game suspension. The games shall be consecutive, and shall consist of only league, or tournament games (not practice games or scrimmages). See “Suspension Serving Rules”.
3. A violation for which more than nine (9) but less than fifteen (15) points are assessed shall result in a five-game suspension. The games shall be consecutive, and shall consist of only league, or tournament games (not practice games or scrimmages). See “Suspension Serving Rules”.
4. A violation for which more than fourteen (14) but less than twenty (20) points are assessed shall result in a ten-game suspension. The games shall be consecutive, and shall consist of only league, or tournament games (not practice games or scrimmages). See “Suspension Serving Rules”.
5. A violation for which twenty (20) points are assessed shall result in expulsion from the Chiefs Hockey Club as a player and club member for the remainder of

the current season. Assuming the player is otherwise eligible to play for the Chiefs Hockey Club, the expelled player may petition the club for reinstatement prior to the next Fall-Winter season, not prior. Such petition shall be granted only upon the majority vote of the Board of Directors.

6. No player, parent, member or registrant shall be entitled to any reimbursement or release of player fees, in whole or in part, on account of a suspension or expulsion.

Investigations

1. To the extent an investigation is required regarding conduct that may be in violation of the club rules and or conduct policies, the investigation shall be conducted by the Rules and Conduct Committee. The Committee shall determine by majority vote: (a) whether conduct constituting a violation of the club rules and or conduct policies occurred; and (b) if so, what amount of points shall be assessed in the event that the violation in question allows for a "range" of potential points to be assessed (e.g., "Vandalism / Property Damage," a violation of which will result in an assessment of 5-10 points). Where a "range" of points may be assessed, the Committee may consider the severity of the offense, the nature of harm or damage occasioned by the offense, a player's admission of or confession of the violation, and any other aggravating or mitigating circumstances.
2. Certain violations of the club rules and or conduct policies shall be automatic and require no investigation to determine whether a violation occurred. In performing its investigation, if any, the Rules and Conduct Committee may, but is not required to, interview or question the player in question and/or any witnesses. No formal hearing shall be conducted or required. The Rules and Conduct Committee investigation and findings shall be final, and the player shall have no right to a formal hearing or no right to examine witnesses.

Definitions

1. All terms and language used in the the club rules and or conduct policies shall be given their commonly understood meaning and shall be subject to reasonable interpretation by the Rules and Conduct Committee.
2. Abusive conduct is defined and characterized by improper or wrongful use of and or using or containing insulting or hurtful language and or causing physical injury to another.
3. Lewd conduct has to do with sexual behavior or remarks that are inappropriate or obscene, often because of what's done or said is in public or to someone who does not want to hear or be witness to the conduct.

