

## **Action Response Guidelines and Protocol**

**SEAC will respond to all extraneous challenges connected to individuals or teams that may include but are not limited to:**

- + Illegal Drugs and Alcohol
- + Bullying and Hazing
- + Financial Issues (eg. Hardship cases, misuse of funds)
- + Behaviors or Actions Unbecoming of any member of the SEAC.

*The SEAC includes the following: Board Member Directors, Associate Members, coaches, team personnel, players, or parents*

### Purpose -

The primary purpose of this Policy is to act as a guideline to assist players, parents, coaches, and SEAC Board Members with regards to all extraneous challenges. An important principle of this Policy is that all SEAC members are responsible for their actions, their behaviors, and whatever goes into his/her body.

*Note - Although alcoholic beverages are legal substances, when consumed abusively they can produce or contribute to conduct that is unlawful and threatens the health and safety of players and other persons. Such conduct is detrimental to the integrity of and public confidence of the SEAC and sport. In addition, the abusive consumption of alcoholic beverages may indicate a substance abuse problem that requires medical attention and support for the abuser.*

### General Policy Guidelines -

1. SEAC will work from the viewpoint that for any incident that falls under the above, the SEAC Board will respond 100% of the time. (100% Response)
2. SEAC will provide all of its members with the following as a way of informing and educating:
  - a. A SEAC Handbook detailing The Action Response Guidelines and Protocol
  - b. Parent/Player/Coach meeting at the beginning of the year to advise all members of these guidelines

c. Presentation to members by trained professionals and outside agencies (mandatory participation for all players, coaches, and SEAC Board members. Parent participation is also encouraged.)

3. SEAC will establish a Member Integrity Committee (MIC) that will have the responsibility to carry out the 3 Stages of this Policy.

4. Any member or incident that is reported to the president or vice-president of the SEAC Board where the president or designate feels there may have been a breach or violation of this policy, the following 3 Stages will be followed:

#### **Stage 1-**

Any team or individual in violation of this policy will be subject to the possibility of Immediate and Temporary Suspension from all team functions until the matter is rectified based on the 3 Stages of SEAC policy. Team functions include practices, games, team meetings, or any other SEAC function as deemed by the board.

\*\* At the beginning of each hockey season the SEAC will establish a Member Integrity Committee - which will be known as the MIC. The MIC is a Board Committee that will be comprised of 2 Board Directors (may or may not include the president) as well as 2 Associate Members, one parent currently with a player on an SEAC team, as well as one player from an SEAC team. A player and parent from each team will be selected at the beginning of each season and their role will be concluded at the completion of the hockey season. If by chance the player or parent is deemed to be in conflict of interest for any particular case, an alternate will be named by the President of the Board or his/her designate. A parent or player may not rule on a situation from their own team. All investigations will be led by the MIC Committee Chair and duties will be distributed on an as need basis.

A thorough investigation will be initiated by the Member Integrity Committee, led by the MIC Committee Chair. The Chair will use all reasonable means to protect the identity and integrity of any persons reported in the first stage. In Stage 1, all efforts should be used to protect the names of those involved. (eg. Use Person A, Player X, etc.) The findings of the initial investigation will be presented to the MIC and each committee member will then privately submit their response on the matter to the Committee Chair. Depending on the situation, the Chair may choose to meet via conference call. However, all concluding responses from MIC

members shall be submitted privately. Based on these private responses, the Committee Chair will then determine whether there is enough evidence to proceed to a hearing, or Stage 2. The Committee Chair must provide the committee (MIC) with a summary of the responses as well as a determination as to whether a formal hearing will occur or whether there will be no further actions taken as well as reasoning to support the determination. The summary shall not specify what specific individuals have submitted, only a general summary of the responses. If further action is to be taken - the process will move to Stage 2. The Committee Chair will also provide the SEAC Board with the same summary at the next Board meeting.

### **Stage 2** -

This stage is to be conducted by the four Board Members (two directors and two associate members) and will not include the parent and the player from the MIC from Stage 1. This is for the protection of the player and parent and to not compromise their standing on their current team. Their input is important in stage 1 to provide prospective as to whether there is enough evidence to proceed to a hearing. Only Directors and Associate Members will be part of Stage 2. Stage 2 is an indication that the MIC has called for a formal hearing to take place. The hearing may include but is not limited to the following.

1. Interview with the individual or individuals involved in the investigation
2. Interview with the parent (if the individual being investigated is a player)
3. Interview with the coaches or team personnel of the respective team
4. Interview with any other individuals that the Board member of the MIC feel may provide insight into the hearing

At the conclusion of the hearing the Board Members of the MIC will decide whether there will be any further results. Results from a hearing may range from: a discussion with the individual being investigated to the removal of the individual from all SEAC functions as well as alerting of Alberta Hockey and/or the police where unlawful acts have taken place. Other results may include suspensions, required written or verbal apologies, voluntary entrance to counseling or treatment, other supports for the victim or offender, removal from a team, or any other result as determined by the Board Members of the MIC, on a case by case

basis. All members of the MIC, (parent and player rep as well) will be notified of the results of the hearing. These results are to be kept in strict confidence. The Board Chair will also be required to report the results to the SEAC Board, the individuals who are directly involved in any consequences, as well as to the entire MIC board, parent and player representatives included.

### **Stage 3** -

Completion of the consequences from Stage 2. Where upon the individual(s) has/have completed Stage 2, the MIC Committee Chair, as well as other MIC Committee members if the Committee Chair deems necessary, will meet with the individual(s) to review the case and determine if all of the results from Stage 2 (the Hearing) have been followed through on. Upon completion of all parts of the results from Stage 2, the MIC may grant reinstatement and the individual(s) may return back to full SEAC member status. Where Alberta Hockey or police have been involved, their involvement may also impact reinstatement of the individual or individuals. A record of the hearing will be kept for the duration of the individual(s) involvement with SEAC. This record may be used in the future for any other SEAC rulings or decisions.

### **Appeal Procedure** -

As with any proper due process, individuals who feel that a ruling is not acceptable or fair, the SEAC does provide an appeal process. In the event where a party feels like there is the need for an appeal, the following steps will apply.

**Step 1** - Provide a written submission of the appeal to the President and/or Vice President of the SEAC. (This depends on whether either the president or VP was on the MIC. A person who has sat on the MIC is not permitted to rule on the appeal if they have been involved in the case)

**Step 2** - The President or Vice-President will review the written appeal. They may also decide to interview or conduct their own investigation into the incident.

**Step 3** - The President or Vice-President will then have the final say to either support or overrule the MIC's decision and provide a decision of their own. This will be reported to the involved parties as well as the SEAC Board and the MIC Committee. This decision will be the final result of the appeal process.