



## **Coach Eligibility, Compliance, and Sanctions Policy**

### **1.0 Purpose**

The purpose of this policy is to protect the safety and well-being of all participants in Hockey NL–sanctioned activities by ensuring full compliance with coach and volunteer registration, screening, and certification requirements. This policy establishes clear sanctions for non-compliance and reinforces accountability at both the individual and association levels.

### **2.0 Scope**

This policy applies to all coaches, team officials, volunteers, and member associations participating in any Hockey NL–sanctioned activity, including practices, games, tournaments, travel, and team events.

### **3.0 Policy Statement**

Hockey NL requires that all coaches and volunteers:

- Be registered with Hockey NL for the current season
- Hold coaching certifications appropriate to the level they are coaching
- Complete and maintain valid Criminal Record Checks, Vulnerable Sector Checks, and Hockey NL Screening Declarations

No individual may participate in any on-ice, bench, dressing room, or supervisory role unless they are fully compliant with these requirements.

Failure to comply presents a serious risk to participant safety and exposes Hockey NL and its member associations to legal and reputational risk. Non-compliance will result in sanctions as outlined in this policy.

### **4.0 Association Accountability**

Member associations are responsible for ensuring that only eligible, registered, screened, and certified individuals participate in Hockey NL–sanctioned activities.

The signature of an Association President or designated official on travel requests, team rosters, or registration documents confirms that all listed individuals meet Hockey NL eligibility requirements and that the association accepts responsibility for the accuracy of the information provided.

## 5.0 Identification of Non-Compliance

An individual will be deemed ineligible if they are:

- Not registered with Hockey NL for the current season
- Missing, expired, or incomplete coaching certifications
- Missing, expired, or incomplete screening documentation

Ineligible individuals must be removed immediately from all Hockey NL–sanctioned activities until full compliance is confirmed.

## 6.0 Offences and Sanctions

6.1 Upon confirmation of an ineligible coach participating in team activities:

- The coach is removed and not permitted to return until full compliance is attained
- A formal written warning is issued to the association for all offences

6.2 If the offence is a second offence from the same team:

- Regular play for the team is suspended until eligible coaches are registered

6.3 If the offence is a third offence within the same season for the same association:

- The association's teams are prohibited from playing in provincial tournaments until the association executive meets with the Board (or designate) and the Board is satisfied a corrective action plan is in place
- Other measures as may be deemed appropriate by the Board.

6.4 In the case of blatant disregard of policy or where there is intent to deceive (i.e. inaccurate game sheets, providing inaccurate information, false declarations/reports, or other form of misrepresentation):

- The Board reserves the right to impose additional sanctions including but not limited to:
  - Suspension of sanctioned games
  - Loss of eligibility to travel
  - Financial penalties on an association beginning at \$1000.00 CAD
  - Additional monitoring or probationary status
  - Sanctions for individual coaches and or Association Executive Members up to and including lifetime bans

## 7.0 Board Authority

The Hockey NL Board of Directors retains full authority to review all cases of non-compliance and to impose sanctions deemed appropriate based on the severity and circumstances of each case.

## 8.0 Rationale

While screening and certification cannot eliminate all risk, they are essential safeguards that demonstrate due diligence and a shared commitment to participant safety. Allowing ineligible individuals to remain involved in youth hockey undermines this commitment and the integrity of Hockey NL programming.

## 9.0 Review Cycle

This policy will be reviewed every two years or sooner if required due to legislative, regulatory, or organizational changes.

## Implementation and Enforcement Procedure (Appendix A)

### 1. **Monitoring and Verification**

Hockey NL staff, councils, and/or designated volunteers will monitor compliance through registration systems, travel requests, rosters, and event approvals.

### 2. **Notification of Non-Compliance**

When a potential violation is identified, the association will be notified in writing and required to respond within a specified timeframe.

### 3. **Immediate Action**

Ineligible individuals must be removed immediately from all Hockey NL-sanctioned activities until compliance is verified.

### 4. **Documentation**

All warnings, suspensions, and corrective action plans will be documented and retained by Hockey NL.

### 5. **Corrective Action Plans**

Associations required to submit corrective action plans must outline specific steps, timelines, and responsible parties to prevent recurrence.

### 6. **Appeals**

Associations may request a review of sanctions in writing to the Hockey NL within timelines established by Hockey NL Appeals policy.

## Appendix B – Policy Crosswalk (Risk Management Alignment)

This policy aligns with existing Hockey NL safety, screening, and risk management requirements by:

- Reinforcing mandatory registration and screening as conditions of participation
- Assigning clear accountability to associations and executive leadership
- Supporting Hockey NL's duty of care and due diligence obligations
- Reducing organizational liability through consistent enforcement

This policy is intended to complement, not replace, existing bylaws, screening policies, and discipline frameworks.

## Appendix C – Standard Warning Letter Templates

### **First Offence – Written Warning**

This letter is to formally notify your association that an ineligible coach or volunteer participated in Hockey NL-sanctioned activities. The individual has been removed and may not return until all registration, certification, and screening requirements are met. Future violations may result in further sanctions.

### **Second Offence – Written Warning and Suspension Notice**

This letter serves as formal notice of a second offence involving an ineligible coach or volunteer. Team activities are suspended until eligible personnel are confirmed. Continued non-compliance may result in loss of competitive privileges.

### **Third Offence – Escalation Notice**

This letter confirms a third offence within the same season. As a result, the association is required to meet with the Hockey NL Board of Directors or designate and submit a corrective action plan before participation may resume.

## Appendix D – Compliance Enforcement Flow (Text Version)

1. Potential non-compliance identified
2. Eligibility verified by Hockey NL or council
3. Immediate removal of ineligible individual
4. Written notice issued to association and individual
5. Sanction level applied based on offence history
6. Corrective action plan required if applicable
7. Board review for escalated or serious cases