



OPERATIONAL POLICY: MATCH PENALTY ON OFFICIAL INVESTIGATION
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GENERAL INFORMATION

- The Match Penalty on Official infraction is the most serious rule violation that a team official or player can commit.
- In all cases of 11.5 (a), (b), (c), and 11.3 infractions, an investigation for a Match Penalty on Official will be completed and a hearing will be held.
- To create consistency in the decision-making process, Hockey Alberta has identified a panel that will conduct investigations and/or hearings related to all Match Penalty on Official infractions.
- The panel will consist of a total of three (3) people, two being appointed as **Match Penalty Officers**, and the other being the specific Division of Hockey Chair responsible for discipline.
 - The Match Penalty Officer's will be the adjudicators of all decisions relating to a Match Penalty on Official infraction, however they are required to include and/or consult the Division of Hockey Chair prior to deciding;
 - One of the Match Penalty Officer's will be a representative of the Hockey Alberta Officials Committee;
 - Each Match Penalty Officer will be appointed for a two (2) year term with the Officials Committee Rep being appointed in odd numbered years and the other being appointed in even numbered years.
- All Match Penalty on Official infractions will be reported to the Hockey Alberta office to be reviewed by the panel and have a decision made regarding the length of suspension.
- For all 11.5 (a), 11.5 (b) and 11.5 (c) infractions, and 11.3 infractions that were purposely directed towards an Official, the Match Penalty Officers will conduct a hearing.

FILING

1. At the time that a Match Penalty on Official infraction occurs, the official(s) will ensure that the infraction is properly reported to the official scorekeeper and recorded on the game sheet.
2. Immediately following the conclusion of a game, that a Match on Official infraction has been assessed within, the official(s) will complete a detailed 'incident report' by way of Hockey Alberta's Match Penalty Report form.
 - The official(s) will provide the designated copies of the game sheet (and all other necessary incident reports) to each respective team. The game sheet will clearly outline that a Match Penalty on Official has been assessed to a specific participant;



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- Upon receiving the game sheet, the Team is considered to have been officially notified that a Match Penalty on Official infraction was assessed to one of their participants and that that individual is suspended Indefinitely, pending the investigation.
3. The official(s) must contact their respective Match Penalty Coordinator within 12 hours of the infraction in order to notify Hockey Alberta of the infraction and consult with them to ensure the submission process is completed properly.
 4. Once the Game Sheet and Match Penalty Report are received from the official(s), the Match Penalty Coordinator will discuss the incident with the Official, determine the appropriate classification of penalty and provide any required guidance to ensure the Match Penalty Report is completed properly.
 5. The Match Penalty Coordinator will submit all necessary documentation to the Hockey Alberta office within 96 hours of the conclusion of the game.

INVESTIGATION

6. Once the Match Penalty Report is received in the Hockey Alberta Office, the registration of the Player / Team Official will be verified and an official file for the investigation of the infraction will be opened.
7. The Match Penalty Officers will immediately review the file and determine if any additional information is required from the Match Penalty Coordinator, Official(s) and/or the offender (Player / Team Official).
8. The Zone Team, Association / Club Team, League and offender will be provided with a formal notice of the Match Penalty (Game Sheet, Report and Notice of Suspension) advising them that the Match Penalty on Official investigation has now been opened.
9. Additional statements and applicable evidence will be solicited from the offender and/or from any relevant witnesses that the offender and official(s) wish to include. All submissions must be received in the Hockey Alberta office at least 48 hours prior to the date of the hearing in order to be included in the investigation.

HEARING

10. A conference call hearing will be held within fourteen (14) days of the Match on Official infraction being received in the office.
11. Those invited to join the Match Penalty Officers for the hearing will be the Division of Hockey Chair, the Match Penalty Coordinator, the Official that made the call, the Player / Team Official that committed the infraction (his/her parent/guardian, if a minor), as well as one Team Official from the accused participant's Team that was in attendance at the time of the infraction.
 - The Match Penalty Officers will select a maximum of two options for times to host the hearing;
 - Hockey Alberta will communicate the selected time(s) for the hearing to all required parties and confirm which option works best for the majority of the parties;
 - Once the majority has selected a hearing time, Hockey Alberta will confirm the hearing by circulating logistics for the call to all parties;
 - Once confirmed, the selected hearing time will not be changed to accommodate requests from any party;



- In the case that any party is not able to participate in the hearing, their written submission(s) will be used as a statement of the facts they have presented;
- The Match Penalty Officers have the authority to invite relevant witnesses (such as other officials, team officials or players, etc.) to join the hearing process, however in most cases witnesses will be asked to submit statements in writing and will not be part of the conference call hearing.

12. Hockey Alberta will circulate all relevant materials and documentation being reviewed as part of the investigation process to the parties a minimum of one (1) business day prior to the date of the hearing.

13. Process for the hearing:

- One of the Match Penalty Officers will Chair the hearing;
- The Chair will clearly introduce the infraction and the issue being addressed as well as introduce the participants that are on the call;
- The Match Penalty Officers will list all relevant documentation that has been submitted and circulated to the parties;
- The hearing will provide an opportunity for both the official and the accused to present their statements of the facts;
- The Match Penalty Officers may ask questions for the purpose of clarification and/or to solicit additional feedback from any party on the call;
- The hearing will provide both the official and the accused with the ability to present any final comments before closing the hearing;
- Verbal confrontations between the parties will not be tolerated.

DECISION

14. After the hearing is complete, the Match Penalty Officers will deliberate and render a decision within seven (7) business days of the hearing. The decision will:

- Outline the BACKGROUND information that is relevant to the investigation;
- Identify the JURISDICTION that is provided to the Match Penalty Officers within the decision-making process;
- State the relevant EVIDENCE that has been presented during the investigation and hearing processes.
- Identify any FINDINGS that the Match Penalty Officers have considered as part of the decision-making process;
- Clearly state the DECISION that is being made and any rationale for it.

15. If the Match Penalty Officer's cannot come to a unanimous decision, a submission of the facts and recommendations will be sent to the Chief Executive Officer of Hockey Alberta and his/her decision shall be final.

16. The final decision letter will be emailed to the accused and copied to their Association / Club Team, the League, Zone Team, Division of Hockey Chair and Officials Match Penalty Coordinator.