

Minnetonka Youth Hockey Association
 Discipline and Grievance Policy
Approved at October 13, 2025 Board Meeting

MYHA Issue Routing Flowchart

For the purposes of helping members determine where an issue belongs:

Type of Issues	Example(s)	Committee	Purpose
Hockey Programming – focuses on behavior and conduct tied to the playing of hockey, including on-ice, off-ice, and surrounding events.	Fighting during a game, unsportsmanlike behavior, unsafe play, harassing another player.	Discipline	Ensure player safety, sportsmanship, and integrity of the game.
Organizational Governance – focuses on actions or decisions of board members, staff, or volunteers that may violate policies, ethics, or legal requirements.	Misuse of funds, conflict of interest, discrimination, failure to adhere to bylaws or apply policies fairly, interpersonal conflicts	Grievance	Protect integrity, trust, and proper functioning of the Association.
Combination – situations that involve both hockey conduct and organizational governance.	Staff, volunteer, or board member pressures a coach to treat their child differently	Joint Review	Ensure proper resolution, consistent with all applicable rules and policies.

ARTICLE I
DISCIPLINE COMMITTEE

Section 1: Purpose and Scope

The purpose of the Minnetonka Youth Hockey Association Discipline Committee is to uphold the highest standards of sportsmanship, safety, and respect within our hockey community. The Committee is responsible for reviewing incidents of misconduct involving players, coaches, parents, and spectators, and for ensuring that the MYHA Code of Conduct, MN Hockey, USA Hockey rules, and Association policies are consistently enforced.

The Discipline Committee shall:

- Investigate reports of unsportsmanlike behavior, rule violations, or conduct detrimental to the game.
- Apply fair and consistent disciplinary actions when warranted, ranging from warnings to suspensions or other sanctions.
- Promote accountability, respect for officials, and positive role modeling for youth athletes.
- Provide recommendations to the Board on policy or conduct-related matters that support a safe and inclusive hockey environment.
- Record and document disciplinary issues and actions taken.

By carrying out its responsibilities, the Discipline Committee promotes a culture of sportsmanship, respect, and accountability, while helping to ensure player safety and a positive, rewarding hockey experience for all participants.

All coaches, players, parents and other members of the community will adhere to the Code of Conduct found in the MYHA guidelines on the MYHA website. Any deviation from the code, any action deemed detrimental, unsportsmanlike, or damaging to the Association may be subject to disciplinary action.

Section 2: Committee Membership

The Discipline Committee will consist of:

- The Executive Director (or designee) - Chair
- The relevant hockey Vice President (*Boys, Girls, or Mites*)
- Vice President of MYHA Board of Directors

No committee member involved in the complaint or with a child on a team from which the complaint originated shall serve on the committee.

Section 3: Discipline Guidelines

MYHA is committed to creating a safe and positive environment for its participants' physical, emotional, and social development and to ensure that it promotes an environment free from abuse and misconduct. As part of this commitment MYHA will follow the recommendations and guidelines defined in the USA Hockey SafeSport Program Handbook and is a zero-tolerance organization.

In addition to violations of these guidelines or violation of the MYHA Code of Conduct, the following actions may be subject to disciplinary action:

- If you are asked to leave a MYHA arena or any hosting facility by a referee, parent representative, board member or coach because of your actions.
- If you approach a coach or other representative of MYHA in anger or frustration either in person, by phone, text message, or by email prior.
- If your actions against any other persons, including but not limited to, players, fans, parents, officials, board members and rink managers, causes a disruption on or off the ice or represents the MYHA in a derogatory manner.
- If you enter the locker room, bench area, or ice, without permission from the coaching staff, in frustration or anger.

Section 4: Procedure for Disciplinary Issues

4.1 Reporting an Incident

- a) Head Coaches must report any Game Misconducts to the Boys, Girls or Mites Vice Presidents.
- b) Any player, coach, parent, official, or board member may submit a written report of misconduct or a violation of the MYHA Code of Conduct.
- c) Reports should be submitted within **48 hours** of the incident by sending an email to the Executive Director.

4.2 Initial Review

- a) The Discipline Committee Chair reviews the report to confirm it falls under disciplinary jurisdiction (not a grievance).
- b) If urgent (e.g., violence, safety concern), the Chair (or if needed the appropriate hockey Vice President) may impose a temporary suspension until a full review is

completed. These decisions should be documented and reported to the Discipline Committee and there may be additional disciplinary action levied.

4.3 Committee Investigation

- a) The Discipline Committee will convene within **seven days** of receiving the report.
- b) The Committee will collect information, including:
 - Written reports from referees, coaches, or witnesses.
 - Video evidence, if available.
 - Statements from involved party / parties.
- c) Committee members with conflicts of interest must recuse themselves.
- d) If the information gathered is sufficient to make a decision, a hearing may not be necessary.

4.4 Hearing (if needed)

- a) For significant incidents, the Committee may hold a hearing (in person or virtual).
- b) If requested, the individual(s) alleged to be in violation of this disciplinary policy shall appear before the Committee and be asked to respond to the matter.
- c) A party may be accompanied by counsel or other support person, but the role of the counsel/supporter in the hearing will be passive, meaning nothing more than listening and quietly advising the party they represent during the hearing or during a recess in the hearing, if any occurs. The disciplinary hearing panel may dismiss any counsel or support person from the hearing at any time for any reason.
- d) Parents/guardians must be present for youth players.
- e) The committee will hear the discipline issue within **seven days** of the occurrence and must notify the affected parties of the hearing date, time, and location no less than **three days** prior to the hearing.

4.5 Decision, Sanctions and Communication

- a) The Discipline Committee will deliberate and determine appropriate consequences based on MYHA and USA Hockey guidelines.
- b) The range of possible disciplinary actions is provided under the **Sanctions** heading below.
- c) If a hearing IS NOT required, every effort will be made to make a decision within **15 business days** following receipt of the reported disciplinary issue.
- d) If a hearing IS required, every effort will be made to make a decision within **five business days** after the last hearing on the matter.
- e) All decisions will be made by a majority vote of the Committee and will be communicated to the individuals involved in writing within **48 hours**.
- f) The Committee Chair will communicate the decision.
- g) All reports, findings, and actions will be documented by the Executive Director and kept on file with MYHA's Discipline Database for **seven years**.
- h) A summary (without names) may be reported to the Board of Directors as appropriate.

4.6 Appeals

MYHA Board

- Any member disciplined by the Discipline Committee may submit a written appeal to the Vice President of the MYHA Board of Directors (vp@tonkahockey.org) within **five days** of receiving the decision, stating the grounds for the appeal.
 - The Executive Committee will review the appeal along with all relevant information from the original investigation and may request additional details as needed. Following this review, the Executive Committee will decide to uphold, modify, or overturn the original disciplinary action.
 - The disciplined party will be notified in writing of the final decision within **48 hours** of the decision. The VP will communicate the decision.
 - All appeal proceedings shall remain confidential.
 - All reports, findings, and actions will be documented and kept on file with MYHA's Discipline Database for **seven years** by the Discipline Committee Chair.
 - A summary (without names) may be reported to the Board of Directors as appropriate.
- a) District 6
- Per the District 6 Handbook, filing of a protest / grievance must be in writing and postmarked or e-mailed within **48 hours** of the end of the game or the issuance of a monetary fine. A fee of \$25.00 shall be included which will be forfeited if the protest is disallowed. The fee and written protest shall be directed to the President of District 6.
 - See District 6's Handbook for further details.
- b) MN Hockey
- In accordance with our affiliation agreement with Minnesota Hockey, any member of MYHA may appeal any disciplinary or administrative action of our association in accordance with Article 6 of the Minnesota Hockey bylaws.
 - See Minnesota Hockey bylaws for further details.

Section 5: Sanction Guidelines

The following principles guide the Discipline Committee in addressing player, coach, parent, and general conduct issues, providing a foundation for fair, consistent, and safe participation in MYHA activities:

- Actions will progress based on severity or repetition; repeated issues will move to higher levels of response.
- All actions should be proportional, fair, and consistent with MYHA, District 6 and MN Hockey policies, and other relevant regulations.
- All incidents, warnings, suspensions, and corrective actions will be documented for transparency and potential Board review.
- Sensitive information will be handled discreetly, balancing privacy with the need for safety and accountability.
- Documentation is required at each step to ensure transparency and a clear record for potential escalation.

Category	Offense	1 st Offense	2 nd Offense	3 rd Offense	Severe/Automatic
Players	Minor unsportsmanlike (taunting, profanity, arguing)	Verbal or written warning	1-game suspension	2 –3 game suspension	
	Major unsportsmanlike (fighting, abuse of officials, dangerous play, intent to injure)	2–4 game suspension	Season suspension (Board review)		
Coaches	Inappropriate conduct (arguing with refs, poor communication, bench control issues)	Written warning + possible 1-game suspension	2–3 game suspension	Removal from coaching position	
	Severe behavior (physical altercations, harassment, threats)				Immediate removal + season suspension (Board review)
Parents	Inappropriate behavior (yelling at refs, disruptive conduct in stands)	Written warning	1-game ban from attending	Season-long ban	
	Severe behavior (physical altercations, harassment, threats)				Immediate removal + season suspension (Board review)
General Conduct	Violating team/association rules (curfew, facilities misuse, equipment issues)	Warning + restitution (if needed)	1–2 game suspension	Team suspension/removal	
Automatic Referrals	SafeSport-related issues (bullying, harassment, abuse)				Reported immediately to SafeSport; suspended until resolved
	Criminal activity or substance abuse				Immediate suspension; reinstatement only with Board approval

Section 6: Failure to Follow Procedure or Report Incidents

All members of the Association (players, coaches, team officials, and parents/guardians) are expected to follow the established disciplinary and reporting procedures. Failure to promptly report an incident, or failure to follow proper procedures as outlined in this policy, may result in:

- A warning,
- Referral back to the Discipline Committee for further action, and/or
- Sanctions appropriate to the situation (e.g., suspension of coaching privileges, removal from team activities, or other measures).

The Committee reserves the right to address such failures on a case-by-case basis to ensure fairness and consistency.

ARTICLE II GRIEVANCE COMMITTEE

Section 1: Purpose and Scope

The purpose of the MYHA Grievance Committee is to provide a fair and effective process for resolving disputes and complaints. The Committee will serve as a resource for resolving conflicts, clarifying policies, and ensuring that all members feel heard and respected. This policy applies to all staff, volunteers, and members of MYHA and seeks to:

- Encourage open communication and resolution of issues at the earliest possible stage.
- Provide a clear and accessible process for raising grievances.
- Ensure all complaints are handled fairly, impartially, and confidentially to the extent possible.
- Protect individuals from retaliation for filing a complaint in good faith.

The Grievance Committee shall:

- a) Consider issues related to:
 - Employment and/or volunteer engagement, such as working conditions, unfair treatment, and disputes with colleagues or supervisors.
 - Disputes arising from interactions with volunteers, staff and/or members of the Association.
 - Discrimination, harassment, or violations of organizational policies.
 - Potential illegal or unethical practices.
- b) Facilitate dialogue between parties to reach understanding and resolution.
- c) Provide recommendations when disputes cannot be resolved informally.
- d) Refer matters involving rule violations, misconduct, or Code of Conduct breaches to the Disciplinary committee.

By carrying out these responsibilities, the Grievance Committee promotes transparency, fairness, and trust within MYHA, helping to ensure organizational integrity, strong performance, and adherence to the Association's mission and values.

Section 2: Grievance Committee Membership

The Grievance committee is comprised of the following individuals:

- Executive Director (or designee) - Chair
- President of MYHA Board of Directors
- A member of the Governance Committee

No committee member involved in the grievance or whose child is part of a grievance shall be involved in the escalated issue.

Section 3: Grievance Guidelines

MYHA recognizes that, on occasion, incidents may occur that result in a dispute, disagreement, or misunderstanding (referred to as “grievances”) among members. It is the intent of the MYHA Board of Directors to provide an opportunity for our members (coaches, parents, board members, volunteers, and players) to express their concerns and receive a timely and appropriate response. To ensure consistency, respect, and professionalism, all individuals are required to adhere to the procedures set forth in this policy.

Section 4: Procedure for Conflicts

4.1 Amicable Resolution

MYHA encourages any member of the Association, volunteer, or staff member to take the initiative in resolving conflicts they may have with other members of the Association, volunteer, or staff member, via respectful communication directly with those involved.

4.2 Filing a Grievance

- a) If the issue cannot be resolved amicably, any member of the Association, volunteer, or staff member may submit a formal grievance
- b) Grievances must be submitted in writing using the MYHA Grievance Form within **seven days** of the incident.
- c) Forms should be submitted to the Grievance Committee Chair.

4.3 Initial Review

- a) The Grievance Committee Chair will review the submission to confirm it falls under the Grievance Committee’s purview (not discipline).
- b) The Grievance Committee will acknowledge receipt of the grievance within **three days**.

4.4 Information Gathering

- a) The Grievance Committee will convene within **seven days** of receiving a formal grievance.
- b) The Committee will collect information necessary to evaluate the grievance and render a decision.
- c) Committee members with conflicts of interest must recuse themselves.

4.5 Decision, Sanctions and Communication

- a) The Grievance Committee will deliberate and determine appropriate action based on MYHA policies and procedures and other relevant legal and/or contractual requirements.
- b) The range of possible actions is provided under the **Sanctions** heading below.
- c) Every effort will be made to reach a decision within **15 business days** following receipt of the grievance.
- d) All decisions will be made by a majority vote of the Committee and will be communicated to the individuals involved in writing within **48 hours**.
- e) The Committee Chair will communicate the decision.
- f) All reports, findings, and actions will be documented and kept on file for **seven years** by the Association Secretary or Discipline Chair.
- g) A summary (without names) may be reported to the Board of Directors as appropriate.

4.6 Appeals

- a) If a party is unsatisfied with the Grievance Committee's decision, they may submit a written appeal within **five days** of receiving the decision to the President of the MYHA Board of Directors. (president@tonkahockey.org)
- b) The Executive Committee will review the appeal along with all relevant information from the original investigation and may request additional details as needed. Following this review, the Executive Committee will decide to overturn, uphold, or modify the original decision.
- c) The appealing party will be notified in writing of the final decision within **48 hours** of the Executive Committee's decision. The President will communicate this decision.
- d) The Executive Committee's decision is final.
- e) All grievances, findings and outcomes are documented and maintained for **seven years** by the Grievance Committee Chair.
- f) A summary (without names) may be reported to the Board of Directors as appropriate.

Section 5: Grievance Sanction Guidelines

The following principles guide the Grievance Committee in addressing issues fairly, consistently, and in a way that supports MYHA's values and community.

- Actions progress based on severity or repetition; repeated issues move to higher levels of response.
- All actions should be proportional, fair, and consistent with MYHA policies, bylaws, and other relevant regulations.
- Documentation is required at each step to ensure transparency and a clear record for potential escalation.
- Final decisions regarding serious corrective measures, including removal or termination, rest with the Board or Executive Committee.
- Confidentiality should be maintained whenever possible, while still allowing for fair resolution.

Level	Action	When to Use / Examples
Informal Resolution	Encourage parties to resolve issues directly early on; provide support, guidance, and clarification of policies as needed.	Minor complaints or first-time concerns, unclear situations, or potential misunderstandings
Mediation / Facilitation	Facilitate discussion between parties to resolve the issue.	Low-level interpersonal disputes, communication issues, or first-time misunderstandings between members, volunteers, or staff
Recommendation / Guidance	Provide suggested corrective steps or guidance to involved parties.	Policy violations that are minor or first-time, such as small procedural errors or minor code-of-conduct breaches
Formal Warning / Directive	Issue a written warning or formal guidance.	Repeated minor violations, more serious first-time breaches, or situations requiring a clear corrective response

Escalate for Final Determination	Forward the issue to the Board, Executive Committee, or external authority; may result in removal, termination, or other formal disciplinary action.	Serious or repeated misconduct, harassment, financial impropriety, legal or ethical violations, or any situation beyond the Grievance Committee's authority
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