



## POLICY #5: DISCIPLINE AND CONFLICT RESOLUTION POLICY

VERSION: 2

EFFECTIVE DATE: July 2025

### 1. Introduction

It is the responsibility of all VMHA members and participants to know and follow the Association's By- Laws, Regulations, Rules, Policies, Procedures and Code of Conduct.

The Association wishes to see team members participate in the game of hockey. The Board of Directors takes a very negative view on individuals who act in a manner that is inconsistent with the Regulations, Rules, Code of Conduct, Code of Ethics and Values of this Association. These actions are costly to the individual and team against which the infraction was committed and to the operations of the team and volunteers in leadership roles in terms of time and resources. Prevention is much more desirable than suspension. It is important that all stakeholders buy into the challenge and aggressively promote fair play.

Who shares in the responsibility for safe and fun hockey?

- Parents
- Team
- Association
- Coach
- Self
- Players
- Peers
- Game Officials

The collective Goals and Objectives of all stakeholders must be to provide a safe and fun environment geared towards positive hockey and life experiences.

### 2. Interpretation

References in this policy to "parent" shall include both parents and/or guardians.

References in this policy to "coaching staff" shall mean the Head Coach, or a person designated by the Head Coach, when there is a difference in opinion between or among members of the coaching staff.

### **3. Application of this Policy**

The Discipline and Conflict Resolution Policy (“Policy”) shall serve as the guide for investigations completed by VMHA team staff and/or Association staff.

The Policy applies to all members as defined in the VMHA Bylaws (“Members”) in their activity with or on behalf of VMHA, including, without limitation, players, coaches, parents, and spectators (“Participants”). This Policy applies to the conduct of Members and Participants at all activities, programs, and events as representatives of VMHA.

It is expected that disciplinary action will follow procedural fairness including;

- a right to know why one is being disciplined;
- a right to offer a defence or explanation;
- the right of a parent to be informed and allowed to comment at the first opportunity;
- a right to have the team official disciplinary action referred to the VMHA Disciplinary /Conflict Resolution Process;
- an expectation that similar conduct shall merit similar disciplinary action.

No action or legal proceeding shall be brought against VMHA in respect to executing this Policy.

VMHA will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or as necessary for appeal.

### **4. Reporting an Infraction**

Any Member may report an infraction. Such a report must be submitted through the Official [Complaint Submission form](#), which will be submitted directly to VP1 (who is the chair of the Disciplinary committee). The Official Complaint Submission must be made within ten (10) business days of becoming aware of the alleged infraction, but not before the 24 hour “cooling off” period has passed. Only matters involving a concern of safety can waive this 24 hour waiting period. All concerns must follow the **VMHA Conflict Resolution Information document**.

Complaints that are within the scope of the [Maltreatment, Bullying and Harassment Policy](#) must follow that policy, which involves BC Hockey’s Independent Third Party (ITP), and not use this policy as a starting point. Should any matter reported to the ITP be referred to VMHA for further investigation, then this policy shall apply.

## 5. Types of Infractions

Failure by a Member or Participant to comply with the expected standard set out in the VMHA Code of Conduct constitutes an infraction and may result in disciplinary action and the imposition of a sanction. Infractions will be reviewed and decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within the regulations of a hockey governing body like PCAHA or BC Hockey.

Infractions are divided into two types, minor infractions and major infractions.

Minor infractions are single incidents of failing to comply with the expected standards of conduct that generally do not result in harm to others, to VMHA or to the sport. Examples of minor infractions include, but are not limited to:

- single instances of unsportsmanlike conduct;
- single instances of disrespectful comments or behavior directed towards others; or
- single instances of being late for, or absent from, VMHA events and activities at which attendance is expected or required.

Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result, in harm to other persons, to VMHA or to the sport. Examples of major infractions include, but are not limited to:

- any instance of non-compliance with the bylaws, policies, rules, regulations, and directive of VMHA whether deliberate or unintentional;
- behavior that constitutes bullying, harassment, abuse, hazing or any other similar infraction that was initially submitted to the Independent Third Party (ITP) for review and has subsequently been deferred to VMHA for investigation and discipline;
- repeated minor infractions;
- repeated on-ice infractions as per Hockey Canada, BC Hockey, PCAHA or VMHA rules;
- Intentionally damaging or defacing any property belonging to VMHA, the City of Vancouver, other ice rinks, hotels, or any facilities used during sanctioned events (including games, practices, or tournaments)
- improperly handling VMHA team monies;
- pranks, jokes, or other activities that endanger the safety of others;
- activities or behaviors which interfere with the organization of competition or with any player's or team's preparation for a competition;
- conduct that intentionally damages the image, credibility, or reputation of VMHA;
- abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance-enhancing drugs or methods; or
- any behavior that does not align with the Code of Conduct.

## **6. Disciplinary Sanctions – Minor Infractions**

Sanctions for minor infractions may include a verbal warning, written warning, and request for an apology, service, or other voluntary contribution to VMHA, removal of certain privileges of membership for a designated period of time, and/or removal from the current activity, including but not limited to suspension from certain VMHA events or activities, suspension from all VMHA activities for a designated period, and/or expulsion from membership.

Minor infractions by players are typically managed by team staff, with the exception of any instance of non-compliance with VMHA bylaws or policies, but Risk Manager and/or Division Manager can be requested to participate upon the request of the team official(s) or any involved parties at any point provided there is no conflict of interest.

For clarity, team staff may impose the following sanctions without requiring further approval:

- missing shifts during a game;
- time out on the bench during a practice;
- meeting with team officials (rule of two to be followed in all such meetings);
- team meeting led by team officials;
- verbal or written warning to player;
- [for U11 and older divisions only] one game suspension, one time during the season per player with written notice to the relevant Division Manager with an explanation and date of game suspension will be served.

Should team staff desire any other disciplinary action, they must raise the issue to the Risk Manager and/or Division Manager for consideration to involve the Disciplinary Committee. No other sanctions than those listed above are within the decision of the team staff alone.

Minor infractions by team staff, parents or any other member will be managed by the Association as per the Disciplinary and Conflict Resolution Process as per the section below.

## **7. Disciplinary Sanctions – Major Infractions**

Sanctions for major infractions include all the sanctions listed under minor infractions, and may also include: expulsion from certain VMHA events or activities, expulsion from all VMHA activities for a designated period, and/or expulsion from membership.

## **8. Right to Amend and/or Align VMHA Sanctions with Governing Bodies**

The Board of Directors reserves the right to amend and/or align VMHA sanctions and definitions of minor and major infractions with those outlined by PCAHA and BC Hockey.

## **9. Disciplinary and Conflict Resolution Process**

Should it be necessary for VMHA to conduct a disciplinary or conflict resolution hearing, the following process will go into effect:

1. The member may be indefinitely suspended from all VMHA team activities at the discretion of the Division Manager, Risk Manager or relevant Vice-President until such time as a hearing can be conducted.
2. The hearing will be conducted at the earliest convenience within ten (10) days from the date the VMHA VP1 is advised of the need for a disciplinary/ conflict resolution hearing.
3. The Disciplinary Committee will be made up of the VMHA VP1 as Chairperson, Risk Manager (VP3) and a minimum of two (2) other members appointed by the Board of Directors with no known conflict of interest. Board members with a conflict of interest must recuse themselves. For this reason, members may be drawn from other VMHA positions as required. Any player, parent/ spectator/ fan, or team official in violation must also be engaged in their hearing. The refusal or neglect to attend a meeting set up pursuant to this policy shall not invalidate a decision made at such a meeting. Similarly, if for good reason a parent cannot be notified of a meeting, the absence of that parent from a meeting shall not invalidate a decision made at such a meeting.
4. For the convenience of all parties involved the hearing may be conducted by means of video conference call, if necessary.
5. On completion of the hearing, the committee will have up to 72 hours to consider their disciplinary or conflict resolution decision. The chairperson of the committee will be responsible for contacting all involved parties and the VMHA President to advise them of the decision and follow up with an emailed written summary.
6. Should any involved parties disagree with the ruling of the Disciplinary committee, they shall have the right to appeal the ruling. In this case, the appeal must be submitted to the VMHA President in writing, with consideration of the 24 Hour Policy but within 72 hours of the receipt of the written summary.
7. Once received, the President will contact the chairperson of the Disciplinary committee who in turn will have seven (7) days in which to schedule the appeal hearing.
8. The Appeals Committee will be made up of three members which will include the chairperson of the original Disciplinary Committee and two NEW members which may be drawn from the VMHA Board of Directors, other Minor Hockey Associations or the Pacific Coastal Amateur Hockey Association as needed with a new chairperson being appointed.
9. On completion of the Appeals Committee hearing, the committee will have 72 hours to consider their decision pertaining to the matter. The chairman of the committee will be

responsible for contacting all involved parties and advising them of the decision and follow up with a written summary. This Appeals Committee ruling will be final.

Providing consideration to the persons involved in the Disciplinary and Appeals Committee, should the above timelines require adjustment, a different timeline may be communicated to all parties by the VMHA Vice-President with responsibility over the involved parties or the VMHA President. This adjusted timeline will maintain the objective of trying to reach a conclusion as soon as possible within reason.

## **10. Document Control**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Policy Owner</b>
1.0	May 2015	Policy Review	VP1
2.0	July 2025	Committee, VP1	