

## **Formal Receipt and Process a Grievance**

- 1) A formal grievance must be written, personally signed and dated from the member(s) that witnessed or experienced an act or actions in the hockey community to be deemed a violation of existing DAHA, Minnesota Hockey or USA Hockey rules. The formal grievance must be submitted to the DAHA office within 10 working days of the event or events that directly pertain to the submitted grievance.
- 2) After review of the formal grievance, the DAHA Executive Director will assign the grievance to the applicable working committee(s). Such committee(s) will have 10 working days from the date of the receipt to convene and discuss the submitted grievance. Appointed committee(s) will then make determination of whether the grievance is a violation of above rules. The appointed committee(s) will discuss the appropriate actions, if any, and make the recommendation to the DAHA Board of Directors at the next regularly scheduled board meeting. If the reviewing committee(s) deems the grievance to be a serious violation of the above rules, the committee(s) can call a special meeting of the DAHA Board of Directors to discuss and implement appropriate actions to be taken.
- 3) After the process of receiving and reviewing the formal grievance, the governing committee(s) will issue a written statement of the actions taken by the DAHA Board of Directors, and send to the member(s) who were directly involved in the grievance. This written statement shall be submitted to the involved members within 10 working days of the DAHA Board of Directors final actions of this matter.