



# **COQUITLAM**

## **MINOR HOCKEY**

### **INCIDENT REPORT GUIDELINES & FORM**

BEFORE submitting an Incident Report, please review the following guidelines and procedural information.

You may also file a formal Complaint under Section 7 of the Constitution should you feel this form is not appropriate for your submission.

#### **When should I file an Incident Report and to whom?**

**Coaches / Managers file Report directly with their Division Coordinator with a cc to the Risk Manager:**

- Any team incident / disciplinary action which requires a meeting with players and/or parents. You must ensure that you have two people in attendance to all such meetings. It is important, that each event is reported to your Division Coordinator.
- Gross / Match Penalties and all Game Suspensions must be reported to your Division Coordinator within 24 hours of game.

**CMHA General Members file Report to Secretary with a cc to the Risk Manager:**

- When you see an incident(s) that goes against any of the CMHA Constitution, Playing Rules, Code of Conduct or any CMHA Policies.
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, officials, opponents, or coaching staffs by CMHA members, players, or visitors to our games

#### **Can I submit an Incident Report anonymously?**

- No...BUT by signing the bottom of the form, the witnesses' names are protected
- The incident report will be kept in a confidential file and any copies will have the witness names blocked out.

#### **What is the protocol after an Incident Report, or a Complaint Form is submitted?**

- You may be asked to clarify any details and follow up may be given.
- The report will be vetted by the Risk Manager who will determine if the file should be reviewed by the Discipline Committee for recommendation of a resolution.
- If the file is provided to the Discipline Committee, the reporter & witnesses names will be removed and the person(s) named will be provided an opportunity to respond in writing to allegations made in the incident report.

- A meeting may also be requested.
- If you are concerned about any potential conflicts of interest for any members of the Governance / Discipline Committee or CMHA Board members who may become involved in investigating and follow up regarding this submission or via the DRDC, please CLEARLY indicate that.

## INCIDENT REPORT FORM

**This notification form is to inform the Dispute Resolution & Discipline Committee and/or the Board of Directors of improper behaviour that was witnessed or is reported to have occurred at a CMHA Hockey event or function or within team business; potentially occurring in front of spectators, players, coaches, and/or officials.**

**We bring this to your attention with the knowledge that your committee will review the incident and decide if the CMHA, PCAHA, BCAHA or Hockey Canada policies and/or Code(s) of Conduct were violated and infringed upon.**

Name of person(s) involved: \_\_\_\_\_

Team: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Please describe the incident or the issue being reported on:

Use additional paper if required.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_