



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 #: _____