



## INCIDENT REPORTING GUIDELINES

*\*\*The report SHOULD be submitted within 48 hours of the incident\*\**

*\*\*All information will remain confidential\*\**

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

You may also file a formal Complaint under Section 2.4 of the Policies and Procedures manual 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 applicable Division Coordinator with a cc: to the Conduct Director:**

- 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.

**KMHA General Members file Report to Conduct Director:**

- When you see an incident(s) that goes against any of the KMHA Policies and procedures, Hockey Canada's Fair Play Code(s), BC Hockey's Maltreatment, Bullying and Harassment Protection and Prevention Policy, and OMAHA Rules & Regulations.
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, officials, opponents, or coaching staffs by KMHA member, player, or parents / 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 a Conduct Committee member, who will determine if the file should be reviewed by the Conduct Director for the recommendation of a resolution.
- If the file is provided to the Discipline Committee, the reported & 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 member of the Governance / Conduct Committee or KMHA Board members who may become involved in investigating and follow-up regarding this submission or via the Conduct Director, please CLEARLY indicate that.



KAMLOOPS MINOR HOCKEY ASSOCIATION

**INCIDENT REPORTING FORM**

*\*\*This report SHOULD be submitted within 48 hours of the incident\*\*  
\*\*All information will remain confidential\*\**

**Circle One:**      Injury Ejection      Unacceptable Behaviour      Other

**Date of Incident:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**INCIDENT DETAILS**

**Individuals involved:**

**Name:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_

**Details of Incident: (time of game, teams involved, factors involved in the incident, etc.)**

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Player can return to play from injury and injury has been reported, if required, in HEADCHECK.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**KAMLOOPS MINOR HOCKEY ASSOCIATION**

*For KMHA use only:*

*Investigated by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Action(s) Taken:*

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*No Action Required*

*Incident Closed Date:* \_\_\_\_\_