



Battle River Minor Hockey Association

Conduct Management

Incident Report Form

This form is to be utilized by anyone in the Battle River Minor Hockey Association to report an incident of unacceptable behaviour. An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a participant (player, coach, spectator, or official), or exhibiting any behaviour that is contrary to the principles outlined in the Code of Conduct Player's Pledge.

Date and Time of Incident _____

Name of Offending Individual _____

Associated with (team name) _____

Please provide a clear description of the unacceptable behaviour witnessed.

Please write in pen or type the report. Reports that are not legible will not be reviewed.

Name(s) of additional witnesses (optional):

You can expect a BRMHA official to investigate your report. Unfortunately a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution, if requested, typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

e.g. parents have been notified of concerning behaviour, no further investigation from BRMHA's discipline director is required at this time

e.g. a full investigation is requested with the possibility of disciplinary action taken

If additional space is required for your answers, please attach a separate sheet of paper.

Your name: _____

Address: _____ City/Town: _____

Phone: _____

Signature: _____ Date signed: _____

Parent Acknowledgement (if applicable)

If the incident described above is being submitted by a BRMHA Coach or other team official to address a concerning behaviour of one of their own team's players, it is highly recommended for the player's Head Coach to privately discuss the incident with the player's parent(s) to brainstorm solutions for how to address the behaviour and clearly outline the consequences of continued unacceptable behaviour. It may also be appropriate for the player to be part of this conversation.

At the conclusion of this Parent-Coach meeting, at least one of the player's parents should sign below to acknowledge that they have been advised of this Incident Report Form.

[PARENT NAME - PRINTED]

[PARENT SIGNATURE]

[DATE SIGNED]

Please submit your completed Incident Report Form to:

BRMHA Discipline Director
Email: discipline@battlerivermha.ca