



Cochrane Referees Association

10 West Gissing Road Cochrane, Alberta T4C 1L6

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October 17, 2012

To CMHA Coaches and Managers,

Re: 2012/13 CRA Discipline Procedures

My name is Kendall Waiting and I am the Chairman and head of discipline within the Cochrane Referees Association ("CRA"). This short letter is to inform you that I will be the conduit for any complaints and/or concerns with regard to minor hockey officials for Cochrane. The CRA have set up a basic procedure that we would like to have followed in the case there is a concern about an official's conduct.

Please note NO complaints, rule issues or questions with regard to officials assigned to games will be dealt with by the Assignor. Simply, you will be directed to myself or Brandon Hamilton our Vice-Chair.

The first step is a cooling off period of 24 hours subsequent to the logging of a complaint. This is to allow time for the heat of the moment and the excitement of the game situation to subside. It also gives the person logging the complaint the proper time to reflect on the matter and decide if it is necessary to take the next step.

If further action is deemed necessary then a written complaint is to be sent to me, with a copy to the President of the CMHA, outlining the exact details of the situation. It would be helpful to retain at least one witness to the incident. The letter of complaint must also have the official(s) name, the date and time of the game, the location of the game and the level of hockey, if known. Both the complainant and the witness need to sign and the letter, as well as ensure that contact information is provided.

When this is complete, it can be emailed to my attention or you can contact me to find another means of delivery. When I receive it, it will be read and I will decide if further action is warranted. If it is felt that further action is required, I will contact the officials of the game in question and get their versions of the incident. If the issue requires any discipline, it will be handled by myself (if a minor problem) or will be put in front of the CRA discipline committee. At this point the appropriate action will be decided on. If for any reason the official(s) or the complainant should not be satisfied with the outcome, they can bring it before the CRA discipline committee as a whole at our monthly meetings.

I hope that this set of guidelines will not have to be used. However, if a problem does arise, please do not hesitate to contact me.

Sincerely,

Kendall Waiting
Chairman, CRA
650-5278 (cell)
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cc. CRA Files