



# DISCIPLINE, HARASSMENT AND APPEALS

## **PREAMBLE**

1. The Clarence Rockland Ringette Association (CRRRA) is committed to providing a sport environment which is athlete-centered, and characterized by open and clear communication, honesty, fairness and mutual respect.
2. Membership in the CRRRA brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules and regulations of the CRRRA.
3. The CRRRA Code of Conduct (Appendix A) identifies the standard of behavior which is expected of members of the CRRRA. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

## **APPLICATION**

4. This policy applies to all categories of members in the CRRRA, as well as to all individuals engaged in activities with or employed by the CRRRA, including, but not limited to, athletes, coaches, officials, volunteers, and executive members.
5. It applies to discipline matters which may occur during the course of all CRRRA business, activities and events, including but not limited to, tournaments, training camps, games, practices, meetings and travel associated with these activities.
6. Discipline matters arising within the business, activities or events of Ringette Canada, provincial/territorial ringette associations, teams, or affiliated organizations of the CRRRA shall be dealt with using the discipline policies and mechanisms of such organizations.

## **DISCIPLINARY PROCEDURES**

### **Minor Infractions:**

7. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of the CRRRA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, an executive member, committee member, tournament chairperson, referee-in-chief, bench staff).
8. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.



9. The following disciplinary sanctions may be applied, individually or in combination, for minor infractions:

- a) Verbal reprimand;
- b) Written reprimand to be placed in individual's file;
- c) Verbal apology;
- d) Hand-delivered written apology;
- e) Team service or other voluntary contribution to the CRRA;
- f) Suspension from the current competition;
- g) Other sanctions as may be considered appropriate for the offense.

10. Minor infractions which result in discipline shall be recorded using the Incident Report form in Appendix C.

### **Major Infractions:**

11. Examples of major infractions are shown in Appendix B. Any member of the CRRA may report to the Vice-President a major infraction using the Incident Report form in Appendix C.

12. Upon receipt of an Incident Report, the Vice-President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

13. If the incident is to be dealt with as a minor infraction, the Vice-President will inform the appropriate person in authority as described in Section 6 and the alleged offender, and the matter shall be dealt with according to Sections 7 through 9 of this policy.

14. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible, and in any event no later than five days from date of receipt of the Incident Report and shall be advised of the procedures outlined in this Policy.

15. Major infractions occurring within competition may be dealt with immediately, if necessary, by a CRRA representative in a position of authority, provided the individual being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeals provisions of this policy.

### **Hearing**

16. Within 10 days of receiving the Incident Report, the Vice-President shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender.



17. The Disciplinary Panel shall hold the hearing as soon as possible but not more than 21 days after the Incident Report is first received by the Vice-president.
18. The Disciplinary Panel shall govern the hearing as it sees fit, provided that:
- The individual being disciplined shall be given ten days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone;
  - The individual being disciplined shall receive a copy of the Incident Report;
  - Members of the Panel shall select from among themselves a Chairperson;
  - A quorum shall be all three Panel members;
  - Decisions shall be by majority vote and the Chair carries a vote;
  - The individual being disciplined may be accompanied by a representative;
  - The individual being disciplined shall have the right to present evidence and argument;
  - The hearing shall be held in private;
  - The Panel may request that witnesses to the incident be present or submit written evidence;
  - Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.
19. The Disciplinary Panel shall render its decision, with written reasons within five days of the hearing. A copy of this decision shall be provided to all of the parties to the hearing and the Vice-president.
20. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent CRRA policy, such as those dealing with harassment, personnel or event specific matters.
21. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
22. If the individual being disciplined does not participate in the hearing, the hearing shall proceed.

### **Sanctions**

23. The Disciplinary Panel may apply the following disciplinary sanctions individually or in combination, for major infractions:
- Written reprimand to be placed in individual's file;
  - Hand-delivered written apology;
  - Forfeiture of certain games;
  - Suspension from certain CRRA events which may include suspension from the current competition



or from future teams or competitions;

- e) Suspension from certain CRRA activities (i.e. competing, coaching or officiating) for a designated period of time;
- f) Suspension from all CRRA activities for a designated period of time;
- g) Expulsion from the CRRA;
- h) Other sanctions as may be considered appropriate for the offense.

24. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent CRRA policy, such as those dealing with harassment, personnel or event specific matters.

25. Unless the Disciplinary Panel decides otherwise, any disciplinary sanctions shall commence Immediately.

26. In applying sanctions, the Disciplinary Panel may consider the following aggravating or mitigating circumstances:

- the nature and severity of the offense;
- whether the incident is a first offense or has occurred repeatedly;
- the individual's acknowledgment of responsibility;
- the individual's extent of remorse;
- the age, maturity or experience of the individual, and;
- the individual's prospects for rehabilitation.

27. Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense shall face automatic suspension from the CRRA for a period of time corresponding to the length of the criminal sentence or suspended sentence imposed by the court, and may face further disciplinary action by the CRRA in accordance with this policy.

### **APPEALS PROCEDURE**

28. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of the CRRA.

### **CRRA - HARASSMENT POLICY**

Note: For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

### **POLICY STATEMENT**

1. The CRRA is committed to providing a sport environment which promotes equal opportunities and prohibits discriminatory practices.



2. Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada.

3. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

#### **APPLICATION**

4. This policy applies to all categories of members in the CRRA, as well as to all individuals engaged in activities with or employed by the CRRA, including, but not limited to, athletes, coaches, officials, volunteers, and executive members.

5. This policy applies to harassment which may occur during the course of all CRRA business, activities and events, including but not limited to, tournaments, training camps, practices, and games. It also applies to harassment between individuals associated with CRRA but outside ringette business, activities, and events when such harassment adversely affects relationships within the CRRA's work and sport environment.

6. Discipline matters arising within the business, activities or events of provincial/territorial ringette associations, teams, or affiliated organizations of the CRRA shall be dealt with using the discipline policies and mechanisms of such organizations.

#### **DEFINITIONS**

7. Harassment can generally be defined as a comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

8. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an intimidating, hostile or offensive environment.

9. Types of behavior which constitute harassment include, but are not limited to:

- written or verbal abuse or threats;
- the display of visual material which is offensive or which one ought to know is offensive;
- unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks;
- body, attire, age, race, religion, sex or sexual orientation;
- leering or other suggestive or obscene gestures;
- condescending, paternalistic or patronizing behavior which is intended to undermine self esteem, diminish performance or adversely affect the sport environment;
- practical jokes which cause awkwardness or embarrassment endangering a person's safety or negatively



affecting performance;

- unwanted physical contact including touching, petting pinching or kissing;
- unwelcome sexual flirtations, advances, requests or invitations;
- physical or sexual assault.

### **CONFIDENTIALITY**

10. The CRRRA recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. The CRRRA recognizes the interests of both the complainant and the respondent in keeping the matter confidential except where such disclosures are required by law. This shall not preclude publication of the final outcome of any matter.

### **COMPLAINANT PROCEDURE**

11. A person who experiences harassment is encouraged to make it known to the respondent that the behavior is unwelcome, offensive and contrary to this policy.

12. If confronting the respondent is not possible, or if after confronting the respondent the harassment continues, the complainant should request a meeting with an official of the CRRRA (for the purposes of this policy, an "official" may be a member of the Executive, a Committee member, a team manager, a coach or any other person in a position of authority).

13. Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another CRRRA official.

14. There are three possible outcomes to this meeting of complainant and official:

- It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
- The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
- The complainant may decide to lay a formal written complaint in which case the official shall advise the Vice-President of CRRRA, who shall appoint an independent individual to conduct an investigation of the complaint.

15. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques, and may be an outside professional. He or she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the Vice-President.

16. Within seven days of receiving the written report of the Investigator, the Vice-president shall appoint three individuals to serve as a Panel.



17. Harassment complaints occurring within competition may be dealt with immediately, if necessary, by a CRRRA representative in a position of authority, provided the respondent is told of the nature of the complaint and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeals provisions of this policy.

### **HEARING**

18. A hearing shall take place in accordance with the process set out in the CRRRA's Discipline Policy, and in addition:

- The complainant and respondent shall each receive a copy of the Investigator's report;
- Subject to Section 19, the complainant shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel;
- The respondent may choose to attend or not attend the hearing; however, in the absence of the respondent, the hearing shall proceed;
- The Investigator may attend the hearing at the request of the Panel.

19. If at any point in the proceeding, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive to continue the review of the complaint in accordance with this policy. In such instances, the CRRRA shall take the place of the complainant.

20. As soon as possible, but no later than 21 days prior to the hearing, the Panel shall present its findings in a report to the Vice-president with a copy to be provided to both the complainant and respondent. This report shall contain:

- a summary of the relevant facts;
- a determination as to whether the acts outlined by the complainant constitutes harassment as defined in this policy;
- recommended disciplinary action against the respondent if the acts constitute harassment; and
- recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

21. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report may recommend disciplinary action against the complainant.

### **SANCTIONS**

22. When recommending appropriate disciplinary sanctions, the Panel shall consider factors such as:

- the nature and severity of the harassment;
- whether the harassment involved any physical contact;
- whether the harassment was an isolated incident or part of an ongoing pattern;



- the nature of the relationship between the complainant and respondent;
- the age of the complainant;
- whether the respondent had been involved in previous harassment incidents;
- whether the respondent admitted responsibility and expressed a willingness to change;
- whether the respondent retaliated against the complainant.

23. In recommending disciplinary sanctions, the Panel may consider the following options individually or in combination, depending on the nature and severity of the harassment:

- verbal apology;
- written apology;
- letter of reprimand from the Association;
- a fine or levy;
- referral to counseling;
- removal of certain privileges of membership;
- temporary suspension;
- expulsion from Association.

24. Failure to comply with a sanction as determined by the Panel shall result in automatic suspension in membership from the CRRA until such time as the sanction is fulfilled.

25. Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, or sexual assault, shall face automatic suspension from the CRRA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the CRRA in accordance with this policy.

### **APPEALS PROCEDURE**

26. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel, in accordance with the CRRA's Appeals Policy.

### **CRRA - APPEALS POLICY**

NOTE: IN THIS POLICY "MEMBER" REFERS TO all categories of members in the CRRA, as well to all individuals engaged in activities with or employed by the CRRA, including but not limited to, athletes, coaches, officials, volunteers, directors, and executive members.

"APPELLANT" refers to the member appealing a decision; and "respondent" refers to the body whose decision is being appealed.





### **SCOPE OF APPEAL**

1. Any member of the CRRA who is affected by a decision of any Committee of the Executive, or of any body, panel or individual who has been delegated authority to make decisions on behalf of the Executive, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this policy. Such decisions may include, but are not limited to carding, harassment, selection and discipline. For greater clarity in issues regarding carding (whether or not a player is of caliber for a specific team), a difference of opinion between the views of an evaluation committee and some other person or group does not constitute basis for an appeal, unless conditions detailed in 5 below are in existence.

2. This policy shall not apply to matters relating to the rules of ringette, which may not be Appealed.

### **TIMING OF APPEAL**

3. Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the Vice-President of the CRRA.

4. Any party wishing to initiate an appeal beyond the 21 day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow or not allow an appeal outside the 21 day period shall be at the sole discretion of the President and is not subject to appeal.

### **GROUND FOR APPEAL**

5. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
- b) Failing to follow procedures as laid out in the by-laws or approved policies of the CRRA;
- c) Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
- d) Exercising its discretion for an improper purpose; and
- e) Making a decision which was grossly unreasonable.

### **SCREENING OF APPEAL**

6. Within three days of receiving the notice of appeal, the Vice-President shall decide whether or not the appeal is based on one or more of the categories of errors by the respondent as set out in Section 5. The Vice-President shall not determine if the error has been made, only if the appeal is based on such an allegation of error by the respondent. In the absence of the Vice-President, a member of the Executive shall perform this function.

7. If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in



writing giving reasons. This decision is at the sole discretion of the Vice-President and may not be appealed.

### **APPEALS PANEL**

8. If the Vice-president is satisfied that there are sufficient grounds for an appeal, within ten days of receiving the original notice of appeal he or she shall establish an Appeals Panel (the "Panel") as follows:

- a) The Panel shall be comprised of three individuals who shall have no significant relationship with the affected parties', shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict;
- b) At least one of the Panel's members should be from among the appellant's peers, if practical;
- c) The appellant shall be given the opportunity to recommend the peer member on the Panel, provide that member satisfies criteria a) above;
- d) Should the appellant not recommend the Panel member as set out in c) above within five days, the Vice-president Administration shall appoint the peer member of the Panel

### **PRELIMINARY CONFERENCE**

9. The Panel may determine that the circumstances of the dispute warrant a preliminary conference:

- a) The matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings.
- b) The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

### **PROCEDURE FOR THE APPEAL**

10. The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:

- a) The appeal hearing shall be held within 21 days of the Panel's appointment;
- b) The appellant, respondent and affected parties shall be given 14 days written notice of the date, time and place of the appeal hearing;
- c) The Panel's members shall select from themselves a Chairperson;
- d) A quorum shall be all three Panel's members;
- e) Decisions shall be by majority vote, where the Chairperson carries a vote;
- f) Copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least five days in advance of the hearing;
- g) Any of the parties may be accompanied by a representative or advisor including legal counsel;
- h) If the matter under appeal relates to team selection, any person potentially affected by the decision of the Panel shall become a party to the appeal;
- i) The Panel may direct that any other individual participate in the appeal;
- j) In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members;



k) Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

11. In order to keep costs to a reasonable level, the Panel may conduct the appeal by means of a conference call or video conference.

### **APPEAL DECISION**

12. Within seven days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

- a) To void or confirm the decision being appealed;
- b) To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
- c) To refer the matter back to the initial decision-maker for a new decision; and
- d) To determine how costs of the appeal shall be allocated, if at all.

13. A copy of this decision shall be provided to each of the parties and to the President.

### **TIMELINES**

14. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the disputes are such that the appeal cannot be concluded within the timelines indicated in this policy, the Panel may direct that these timelines be extended.

### **DOCUMENTARY APPEAL**

15. Any party to the appeal may request that the panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or in-person hearing.

### **ARBITRATION**

16. All differences or disputes shall first be submitted to appeal pursuant to the appeals process set out in this policy. If any party believes the Appeals Panel has made an error such as those described in Section 5 of this Policy, the matter shall be referred to arbitration, such arbitration to be administered under the Alternate Dispute (ADR) Program for Amateur Sport and its Rules of Arbitration, or by another independent body agreeable to the parties.

17. Should a matter be referred to arbitration, all parties to the original appeal shall be parties to the arbitration.



18. The parties to an arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

### **LOCATION AND JURISDICTION**

19. Any appeal shall take place in the United Counties of Prescott & Russell, unless held by way of telephone conference call or held elsewhere as may be decided by the Panel as a preliminary matter.

20. This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

21. No action or legal proceeding shall be commenced against the CRRA, or executive member in respect of a dispute, unless the CRRA has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in this policy.

### **APPENDIX A - CODE OF CONDUCT**

The CRRA is committed to providing an environment in which all individuals are treated with respect.

Furthermore, the CRRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of the CRRA. Members will be subject to sanctions according to the CRRA's Discipline Policy for engaging in any of the following behavior:

- a) Any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors;
- b) Verbally or physically abusing an official, or an opposing team member preceding, during or following a game;
- c) Showing disrespect to the officials, including the use of foul language and obscene or offensive gestures;
- d) Not complying with the rules, regulations or policies of the CRRA, as adopted and amended from time to time;
- e) Any behavior on or off the ice which in the judgment of the person in authority, places the integrity of the event or the CRRA in question;
- f) Deliberately disregarding the ORA or the CRRA Rules as amended from time to time.
- g) Verbally or physically abusing a member of a bench staff, member of the CRRA Executive or any CRRA ringette player immediately preceding, during or following a CRRA event including but not limited to games, practices, tournaments, evaluations and tryouts. The CRRA Code of Conduct shall govern all disciplinary matters within its jurisdiction to the extent that it conflicts with or augments the Code of Conduct of the Ontario Ringette Association or Ringette Canada, but shall not supersede or replace elements of the CRRA Constitution or ByLaws.

### **APPENDIX B - INCIDENTS**

#### **Examples of minor infractions:**

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards



others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.

b) Unsportsmanlike conduct such as angry outbursts or arguing.

c) A single incident of being late for or absent from CRRA events and activities at which attendance is expected or required.

d) Non-compliance with the rules and regulations under which CRRA events are conducted, whether at the local, provincial, national or international level.

Examples of major infractions:

a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.

b) Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.

c) Knowingly participating while ineligible.

d) Knowingly competing with players who have been disqualified.

e) Repeated unsportsmanlike conduct such as angry outbursts or arguing.

f) Repeated incidents of being late for or absent from CRRA events and activities at which attendance is expected or required.

g) Activities or behavior which interferes with a competition or with any athlete's preparation for a competition.

h) Pranks, jokes or other activities which endanger the safety of others.

i) Deliberate disregard for the rules and regulations under which CRRA events are conducted, whether at the local, provincial, national or international level.

j) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.

k) Any use of alcohol by minors.

l) Use of illicit drugs and narcotics.

m) Use of banned performance enhancing drugs or methods.



# APPENDIX C - INCIDENT REPORT

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident: \_\_\_\_\_

In the view of the writer this incident is a: \_\_\_\_\_ minor infraction \_\_\_\_\_ major infraction

Individual(s) involved in the incident

\_\_\_\_\_  
\_\_\_\_\_

Description of the incident (please be concise, accurate and nonjudgmental):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident

\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action which was taken (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Writer: \_\_\_\_\_ Date: \_\_\_\_\_