


Red Deer Pond Hockey

Policies and Procedures Manual				
Document Title	Incident or Injury Investigation Process	Date	Sept 1, 2019	
Document Type	Policy and Procedures	Revision	0	

1.0 PURPOSE

To provide the process involved with the acquiring of statements, determining facts, and disciplinary consequences for an Incident or Injury that occurs in the Red Deer Pond Hockey Organization.

2.0 COMMENCEMENT DATE

This Policy will commence from Sept, 01, 2019. It replaces previous Incident or Injury Investigation Process whether written or not.

3.0 APPLICATION OF POLICY


3.1 This policy applies to the following RDPH groups

- Players
- Parents
- Board of Directors
- Volunteers
- Officials

4.0 RATIONALE

4.1 To provide a transparent process of determining the sequence of events, the outcomes, and any recommendations that are determined to prevent recurrence or appropriate disciplinary actions. Disciplinary Committee is made up of 3 individuals as to allow the process to be decided by vote.

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5.0 DEFINITIONS

5.1 **Incident**- An event where there was a possibility of serious injury to a player, official or coach at an arena, on the ice, on the bench or in the dressing room.

5.2 **Injury**- An event where a player, official or coach volunteer (Head Coach, Assistant Coach or Parent Volunteer) has sustained an injury where first aid was administered or where the player, official or coach volunteer did not return to game in the allotted time slot.

5.3 **Ejection**- Removal of the player or coach from the ice surface or bench for the remainder of the game, or the removal of any Parent or guardian from the stands due to RDPH Code of Conduct breach.

5.4 **Suspension**- The temporary restriction to play, coach or officiate any RDPH games or practices.


6.0 INVESTIGATION PROCESS

6.1 In the unfortunate event where there is an injury or incident that occurs during a RDPH sanctioned event, the Incident or Injury Investigation Process will begin.

6.2 At the end of the game or event where the incident or injury occurred, the head referee is required to complete the Injury or Incident Report on the RDPH website. The team manager and/or coach is also strongly encouraged to complete the same form to allow for consistent collection of information.

- Details are entered into the system to collect data including the time, the location, the teams involved, the division, the players numbers, the coaches names, and official names.
- This info is then forwarded to the Division Coordinator to add additional information such as contact information of the folks involved, and any other team member parents for their input. This info is then forward to the disciplinary committee to start the investigation process.

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7.0 PROCEDURE

7.1 Disciplinary Committee becomes informed that an Injury or Incident has occurred, and will be forwarded a form with a brief description of the event, the location, the players involved, etc

7.2 The disciplinary committee lead will start the incident investigation process and will request a witness statement from the following folks. The Incident Investigator will request that notes are made the day of, but the Incident statements are submitted after a 24 hour cool down period :

- Officials Report
- Coaches from Both teams involved
- Parents of the Players Involved
- Players statements (In higher Divisions?)
- Game Sheet Parent
- Random statement from parents from both teams

7.3 After reviewing the statements, the disciplinary committee lead will then determine the facts and will present the facts to the committee for recommendations on the consequences to the individuals involved.


8.0 DISCIPLINE STATEMENT

8.1 This portion of the document is to provide clarification of the consequences of breaching the policy outlined above.

8.2 The consequences may include, but are not limited to:

- Verbal Warnings
- Written Warnings
- Fines
- Disciplinary Hearing
- Temporary Suspensions
- Expulsions

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9.0 REVIEW AND REVISION HISTORY

Revision	Scope of Revision	Approved By	Date
0	Initial Procedure Development	RDPH BOD	Sept 01, 2019