



INCIDENT REPORTING PROCESS

It is our commitment to ensure that everyone involved with the Cambridge Minor Hockey House League program is treated with fairness, respect and dignity.

Therefore, should any player, parent, team official or volunteer have any concerns or complaints during the course of the season, it is important that they have an avenue in which these concerns can be addressed in an effective, confidential and timely manner. We believe in the power of proper communication and dealing with issues in a proactive manner.

For this reason we have developed an Incident Reporting Process. In this process, every team is instructed to recruit a Parent Rep. Should you have any concerns that require attention, please obtain from them an Incident report Form. Complete the form and forward to the Convener, either directly or via the Parent Rep. Should your concern be with the Convener you may then forward to the Supervisor of Coaches. The form is also available online at www.cambridgeminorhockey.com .

Once in receipt of the report, the Convener may invoke the “24 hour rule”. This provides a cooling off period, as well as time for considered deliberation on the most appropriate course of action. If it is within their level of authority the Convener may deal with the issue directly. Otherwise they will forward it to the VP House League.

The VP may bring in the Disciplinary Chair to investigate the matter and report back his findings before reaching a decision on how to resolve the matter.

When coming to any decision, Cambridge Minor Hockey’s primary consideration will be the welfare of our players.

For the process to work effectively it is very important that you do not attempt to deal with issues yourself, but to follow the process as laid out above.

We have a hard working group of volunteers dedicated to ensuring that the season runs as smooth as possible and of providing an atmosphere in which our players can develop while having fun.