



## Incident Report Instructions and Guidelines

BEFORE submitting an incident report, please first review the complaint definitions and process steps outlined on the Risk Management Web page.

The following answers have been provided to popular FAQ's to assist you with the process.

### When should I file an Incident Report?

- When you witness an incident that contravenes any rule pertaining to the Brampton Hockey code of conduct, its constitution, rules or regulations. Any matter regarding child endangerment, gender identity or is against the criminal code of Canada are immediately forwarded to the OMHA.
- When you witness an incident inappropriate to children, adults, volunteers, parents, officials by Brampton Hockey members or visitors to our games.

### Can I submit an Incident Report anonymously?

- No. The OMHA complaint protocol allows all mentioned in the complaint to receive a copy of the incident as delivered to allow for their defense. Anonymous complaints cannot be investigated thoroughly without names to interview and therefore impossible to gather additional information.

### How to submit the incident Report?

- Complete the form, make a copy and deliver in person or by mail to the Brampton Hockey Office to the **attention of the Risk Management committee**. If mailing the form, address the envelope "Risk Management Committee"

### What is the procedure after an Incident Report is submitted?

- The process steps the Risk Management Committee follows are outlined on the Risk Management web page.
- All mentioned as defendants will be forwarded the incident report to begin their own investigation.
- Once a ruling has been made, all named in the complaint will receive a formal notice of assessment stating what actions will be taken and consequences if repeated.

If you feel there is a conflict of interest with the Risk Management committee, please indicate so when filing the Incident Report and request the matter be directed to the President of Brampton Hockey



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