

APPENDIX E

Woodbury Area Hockey Club

Grievance/Incident Report

This report is to be used to inform the coaches, directors, WAHC Board of Directors and involved parents of any grievances or incidents that occur at any WAHC sponsored events. This includes games, practices, scrimmages, team meetings or any other WAHC events. It includes on and off ice incidents at Woodbury and out of town facilities.

A grievance or incident may involve players, coaches, parents, spectators, rink personnel, or officials. Such incidents might include, issues with coaches, fair play policy violations, verbal or physical abuse of an official or coach, an altercation between spectators, confrontations in a parking lot, in the lobby or anything else that is detrimental to the game of amateur hockey and displays WAHC policy violation, poor sportsmanship, or poor ethical behavior. Incident examples are further defined by WAHC player, parent, and coach code of conduct contracts and USA Hockey's Zero Tolerance policy.

Please fill in the information requested below. If you don't know the details, just relate what you observed.

Depending on the severity of the grievance or incident, the coach, Vice President of Coaching Development, Vice President of Hockey Development, or WAHC Board of Directors may be involved in determining the appropriate course of action.

To report an incident, complete the WAHC Grievance/Incident Report form. Scan and e-mail this form within 48 hours of the incident to: WAHC administrator Lonie Nelson at administration@woodburyhockey.com.

Copies of the Grievance/Incident Report will be filed and distributed for appropriate action.



**Woodbury Area Hockey Club
Grievance/Incident Report**

Date of Incident: _____ Location: _____ Time: _____

Team: _____ Age Level: _____

Name of person involved in reported misconduct: _____

Circle one (player, coach, parent, official, rink personnel, other)

Please briefly describe the facts of the grievance or incident as you saw them:

Your Name: _____ Home #: _____

Cell #: _____ E-Mail: _____

Names and phone numbers of other witnesses:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Coach response for player or parent incident:

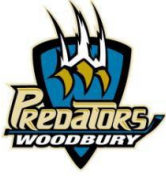
Has the player's parents been notified of the incident prior to this report? Y or N

Circle one (1st offense, 2nd offense, 3rd offense)

Suggested action: _____

If this is a 1st offense, based on severity of the incident, do you request level director or WAHC board involvement to determine appropriate action? Y or N

Scan and e-mail this form within 48 hours of the incident to: WAHC administrator Lonie Nelson at administration@woodburyhockey.com if you cannot scan and e-mail this report, please copy this information into an email and send it to Lonie Nelson or place a hardcopy of the information into Lonie Nelson's WAHC mail file located at the HealthEast Sports Center office and notify Lonie by email that you have placed an incident report in her mailbox.



Woodbury Area Hockey Club Grievance/Incident Process Chart

