



## INCIDENT REPORT FORM

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### Important Information

- **Confidentiality Notice**  
While HWHL will make every effort to maintain confidentiality, complete confidentiality cannot be guaranteed. By submitting this form, you acknowledge and agree that the information provided may be shared with relevant parties as needed to resolve the incident.
- **Submission Timeline**  
Complaints should **not** be submitted immediately following an incident. We ask that members wait at least **24 hours** before submitting a complaint to allow time for reflection. Many concerns are resolved or reconsidered during this period.
- **Encouragement of Direct Resolution**  
If the situation is safe and appropriate, HWHL encourages members to attempt to resolve interpersonal conflicts directly and respectfully before submitting a formal complaint.
- **Incident Review & Sanctions**  
Verified allegations of harassment, abuse, or bullying may result in disciplinary actions. These can range from no further action to full expulsion from the league, depending on the severity of the incident.
- **Prioritization**  
All incidents will be reviewed based on their seriousness, available resources, and the safety of participants involved.
- **Submission Instructions**  
Only **fully completed** incident report forms will be considered for review. Incomplete submissions will not be investigated. Please email the completed form to [hwhlhockey@gmail.com](mailto:hwhlhockey@gmail.com).
- **Definitions**  
For clarity on terms used in this form, please refer to **Appendix A**.

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1. Please indicate your role within HWHL:     Player         Volunteer         Official

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Team Name: \_\_\_\_\_ Jersey Number: \_\_\_\_\_

### 2. Please select the category that best describes your incident/complaint

- Misconduct** – Actions that violate the HWHL Code of Conduct
- Abuse** – Refer to Appendix A
- Harassment** – Refer to Appendix A
- Complaint Against Official** – Concerns related to referees or other game officials
- General Complaint/Concern** – Issues not directed at a specific individual

**3. Name(s) of individual(s) the incident/complaint is against:** This may include player, volunteer or official.

Name: \_\_\_\_\_

Player, Team &/or Jersey Number, Official Description: \_\_\_\_\_

**4. Where and when did the incident occur?**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

**5. Incident/Complaint Summary**

Please provide a detailed summary of the incident(s) you are reporting. Please describe the events clearly and objectively AND what outcome or remedy you are seeking from HWHL.

Continued (if needed)

Please ensure all sections of this form are completed in full before submission.

**Incomplete forms will not be reviewed.**

# Appendix A: Definitions

The following definitions are adapted from Hockey Canada and the Hamilton Women's Hockey League (HWHL). They are used to determine the grounds for complaints and guide the resolution process.

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## Harassment

Harassment is defined as conduct, gestures, or comments that are reasonably considered to be:

- Insulting
- Intimidating
- Humiliating
- Hurtful
- Malicious
- Degrading
- Offensive

Such behaviour creates a hostile or unsafe environment for sport participation or negatively affects performance or well-being. Harassment may be based on protected grounds under human rights legislation, including:

- Race
- Ethnicity
- Colour
- Sexual Orientation
- Religion
- Age
- Sex
- Marital or family status
- Disability
- Pardoned conviction

Harassment can occur between peers (e.g., player to player, coach to coach) or between individuals in a power imbalance (e.g., coach to player). For children under 12, similar behaviours may be classified as bullying.

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## Abuse

Abuse refers to **physical, emotional, or sexual mistreatment** or neglect that causes harm or potential harm. It involves a breach of trust or misuse of authority. Abuse is considered a **protection issue** under provincial legislation.

In Ontario, a child (under age 16) is considered in need of protection if abuse or neglect is suspected. All adults have a **legal duty to report** suspected abuse to child protection services.

### Types of Abuse:

#### **Emotional Abuse**

A persistent attack on a person's self-esteem, including name-calling, threats, ridicule, isolation, hazing, or ignoring needs.

#### **Physical Abuse**

Intentional injury or threat of injury, including hitting, slapping, kicking, shaking, grabbing, or other harmful physical contact.

#### **Sexual Abuse**

Involves using a person for sexual gratification. This includes both **contact** (e.g., unwanted touching) and **non-contact** (e.g., sexual comments, exposure to sexual content).

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## Misconduct

Misconduct refers to behaviour that **violates the HWHL Code of Conduct**, but does not meet the threshold for harassment, abuse, or bullying. It may include inappropriate language, unsportsmanlike behaviour, or other actions that disrupt the league environment.