



RED DEER MINOR HOCKEY

Incident Reporting & Investigation Policy

1. Policy Statement

Red Deer Minor Hockey (RDMH) is committed to providing a safe, respectful, and positive environment for all participants, including players, coaches, officials, volunteers, parents/guardians, and spectators.

To uphold this commitment, all incidents that pose or could pose a risk to safety, well-being, or operational integrity must be reported, reviewed, investigated when necessary, and resolved in a fair and timely manner.

This policy outlines the mandatory procedures for reporting, documenting, investigating, and closing incidents.

2. Scope

This policy applies to:

- All -sanctioned activities, both on-ice and off-ice
- All participants, including minors and adults
- All board members, team personnel, and volunteers who supervise or interact with players

This policy covers incidents including, but not limited to:

- Injuries (Players taken to hospital) or medical emergencies
- Verbal or physical altercations
- Harassment, bullying, or discrimination
- Code of Conduct violations
- Misconduct by players, staff, or spectators
- Safety hazards or property damage

3. Definitions

Incident: Any event that results in or has potential to cause injury, harm, conflict, or disruption during Organization-related activities.

Incident Report: The official documentation submitted to the Organization describing the incident.



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4. Policy Requirements

4.1 Immediate Safety Response

When an incident occurs, responsible staff must:

1. Ensure the safety of all individuals involved.
2. Provide or arrange appropriate first aid or emergency medical care.
3. Separate individuals if conflict is present.
4. Preserve relevant evidence and maintain situational control.
5. Notify the Head Coach, Team Manager, or Safety Person immediately.

Note: Failure to act appropriately may result in disciplinary action.

4.2 Mandatory Reporting

1. All coaches, officials, volunteers, and staff are required to report any incident they witness or are informed of.
2. Parents/guardians may also report incidents involving their child.
3. Reports must be submitted within **48 hours** of the event unless unforeseen circumstances prevent it.
4. All incidents must be documented using the Organization's **Incident Report Form** (digital).

Report form contains:

- Date, time, location
- Names of involved individuals
- Factual description
- Injuries sustained (if any)
- Witness information
- Supporting materials (photos, videos, medical forms)





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4.3 Initial Review and Classification

The **General Manager** will conduct an initial review within **48 hours** to:

- Confirm completeness of the report
- Assess level of severity
- Determine whether a formal investigation is required
- Decide on immediate safety measures or temporary discipline
- Escalate to external authorities if legally or ethically required

The General Manager may consult with executive board members as needed.

4.4 Formal Investigation

If further inquiry is required, an **Investigation Committee** (RDMH Discipline Committee 1 Chairperson + 1-3 appointed Board Members). Any conflict of interest would disqualify a member of the committee from participating in the investigation process. At the discretion of the General Manager and President of RDMH an Independent Third-Party Investigation may be launched using individuals from outside the RDMH membership and board.

The investigation may include:

- Interviews with involved individuals
- Witness statements
- Review of video or photographic evidence
- Examination of equipment or facility issues
- Assessment of relevant Organization or governing-body policies

Investigations should be completed within **7–14 days** unless circumstances require additional time.

Temporary disciplinary measures may be applied during the investigation.

4.5 Determination and Findings

Upon completion of the investigation, the Committee will:

1. Evaluate evidence and establish findings.
2. Determine whether policies were violated.
3. Recommend actions, which may include:
 - No action
 - Education or retraining
 - Written warnings



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- Behavioural agreements
- Suspension (temporary or permanent)
- Referral to governing bodies or law enforcement.
- Safety or procedural changes

The Committee will prepare a **letter of their finding** those finding will be kept on file in the RDMH Online file storage environment.

4.6 Incident Closure

An incident is formally closed when:

1. All inquiries are completed.
2. Findings are documented.
3. Required actions or sanctions are issued.
4. Communication is provided to relevant parties in accordance with privacy rules.

All documentation will be securely stored for a minimum of **seven (7) years**.

4.7 Corrective and Preventive Actions

The Organization may implement corrective measures, including:

- Coaching or parent education
- Updated safety guidelines
- Equipment or facility changes
- Policy revisions
- Increased supervision or monitoring

The General Manager will confirm completion of corrective actions before marking the incident as fully resolved.

5. Confidentiality

All incident information will be treated as confidential and shared only with individuals who reasonably require access.

Information involving minors will be directed through parents or legal guardians.

All staff must comply with privacy legislation and governing-body policy.



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6. Responsibilities

Board of Directors

- Uphold and enforce this policy
- Support investigations
- Approve sanctions and corrective actions when required
- Appoints Directors to the Discipline Committee

General Manager

- Oversee incident reporting system
- Conduct initial reviews and assign as required
- Send findings and reports to involved parties as required
- Provide Discipline Committee with contact information for persons involved
- Consult with the Discipline Committee regarding findings and outcomes
- Maintain incident records

Coaches, Team Officials, and Volunteers

- Report incidents immediately
- Cooperate fully with investigations
- Prioritize participant safety

Parents/Guardians and Participants

- Report concerns promptly
- Cooperate respectfully with review processes

7. Policy Review

This policy shall be reviewed **annually** or whenever regulations or organizational needs change. Revisions must be approved by the Board of Directors.

Effective Date: 11-20-2025

Next Review Date: 08-01-2026

Policy Number: RDMHP25002

