



# Leeds Minor Hockey Association

---

<b>POLICY NAME:</b>	<b>Conflict Reporting</b>
<b>POLICY NUMBER:</b>	<b>P12</b>
<b>DATE CREATED:</b>	<b>August 2024</b>
<b>DATE FOR REVIEW:</b>	<b>August 2025</b>
<b>DATE APPROVED:</b>	

---

## **POLICY**

Leeds Minor Hockey Association (LMHA) recognizes that conflicts take place throughout the hockey season. How these conflicts are dealt with is critical for all parties involved. For this reason, Leeds Minor Hockey has adopted a formal process for managing conflicts as swiftly as possible within the organization.

## **PROCEDURE**

Unless the incident is severe in nature where there is a physical altercation or injury, the following procedure must be used by all parties in Leeds Minor Hockey.

NOTE: In the case of physical altercation or injury, the Executive will immediately refer to P07 Disciplinary Process.

The complainant must wait 24 hours before filing a formal complaint.

Complaints must be filed in writing using the Conflict Reporting form (Appendix A) and emailed to the appropriate recipient based on the Conflict Reporting Procedure (Appendix B).

Verbal complaints either in person or via phone call/text will not be accepted or investigated.

Once the complaint has been filed, an investigation of the allegations will be conducted by the LMHA Disciplinary Committee, refer to P07 Disciplinary Process.

## **ASSOCIATED POLICIES**

P07 Disciplinary Process

## **APPENDICES**

Appendix A Conflict Reporting Form

Appendix B Conflict Reporting Procedure

## Appendix A

### Leeds Minor Hockey Association Conflict Reporting Form

Name of Complainant:

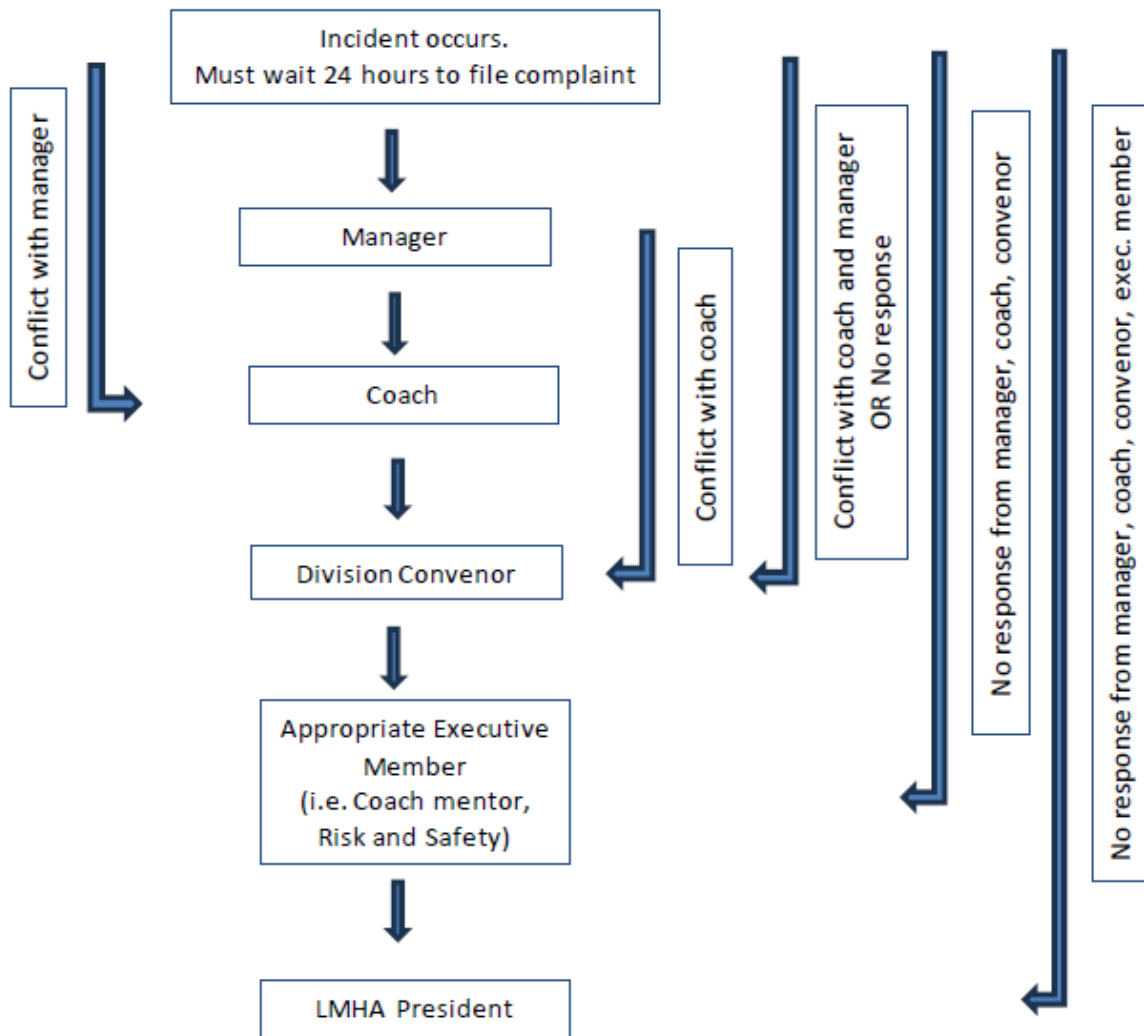
Name of Offender(s):

Date of Incident:

Details of Incident (please describe in detail, the specifics of the event(s):

## Appendix B

### Leeds Minor Hockey Association Conflict Reporting Procedure



Note that investigating incidents will take time. Please allow volunteers an opportunity to do their due diligence before escalating your complaint to the next person in line.