

HOCKEY NOVA SCOTIA COMPLAINT INTAKE FORM

Appendix A: DEFINITIONS

The following are definitions that will be used to determine the grounds on which the complaint is made and the process to address it.

Hockey Nova Scotia acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (for example an internal fact finding), to be contrary to the Hockey Nova Scotia Code of Conduct and that is not harassment, abuse, or bullying.

Bullying

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade, or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attach by taunting them),

Harassment

Harassment is offensive behaviour - emotional, physical, and or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial, or Aboriginal appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority, or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child or youth's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust, purposefully, injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or excessive exercise as a form of punishment.

Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is chronic inattention in the hockey context, for example when a player is made to play with injuries.

Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

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Please note the following:

- Complaints of harassment, abuse, or bullying will not qualify a player for an automatic release.
 - Definitions are provided in Appendix A.
 - Substantiated allegations of harassment, abuse, or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
 - Hockey Nova Scotia cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that Hockey Nova Scotia may share some or all of this information in the process of resolving the complaint.
 - Complaints will be addressed according to severity, resources, and safety for participants.
 - Mail, fax or e-mail completed form to: Beth Reid, Risk & Safety, Hockey Nova Scotia, Suite 200, 7 Mellor Avenue, Dartmouth, Nova Scotia, B3B 0E8, (F) 454-3883, breid@hockeynovascotia.ca
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Please complete the following:

1. **Person making the complaint:** Player Parent Volunteer Official Employee

First Name	Last Name	
Address		
City/Town	Province	Postal Code
Telephone Number	Fax Number	E-mail

2. **Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name	Last Name
Birth Date (day/month/year)	

3. Name of person(s) against whom you are complaining:

First Name	Last Name
Title/Role	Name of Association/Club
First Name	Last Name
Title/Role	Name of Association/Club

4. When did the last incident occur? (Date) _____

5. Please check the grounds(s) that best describes your complaint:

A Harassment (refer to Appendix A)

Type of behaviour:

Conduct Gestures Comments

Based On:

Race Ethnicity Disability Colour
 Religion Age Sexual Orientation Sex
 Marital Status Family Status Pardoned Conviction

B Abuse (refer to Appendix A)

Type of behaviour:

Physical Emotional Sexual Neglect

C Bullying (refer to Appendix A)

Type of behaviour:

Physical Verbal Relational Reactive

D Misconduct (refer to Appendix A)

Please note: Complaints of misconduct will generally be directed to Local Association or League for formal or informal resolution according to that organization's constitution or policies.

6. Particulars: Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than two (2) pages. You may attach any additional documents as necessary.

- 1. Date incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved? (Name and tile/role)
4. What happened?
5. How were you treated differently from others? (If at all)
6. How do the incident(s) relate to the ground(s) you selected?
7. Remedy/Resolution you are seeking.

Horizontal lines for writing the summary.

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Hockey Nova Scotia Code of Conduct

1. Hockey Nova Scotia is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all Hockey Nova Scotia activities, athletes, coaches, parents, directors, volunteers, staff, chaperones and others within each of Hockey Nova Scotia:
 - a) Shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist, or sexist. In particular, Hockey Nova Scotia will not tolerate behaviour that constitutes harassment or abuse or bullying, and;
 - b) Shall avoid behaviour which brings Hockey Nova Scotia and/or the sport of hockey in disrepute, including, but not limited to, the abusive use of alcohol and/or non-medical use of drugs, and;
 - c) Shall not use unlawful performance enhancing drugs or methods, nor shall they engage in activity or behaviour that endangers the safety of others, and;
 - d) Shall at all times adhere to Hockey Canada and Hockey Nova Scotia operational policies, procedures and any rules governing any competition in which they participate on behalf of Hockey Nova Scotia.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with Hockey Nova Scotia including the opportunity to participate in Hockey Nova Scotia activities. Such discipline may include the removal or ban from any arena, games, practices, and other team activities.