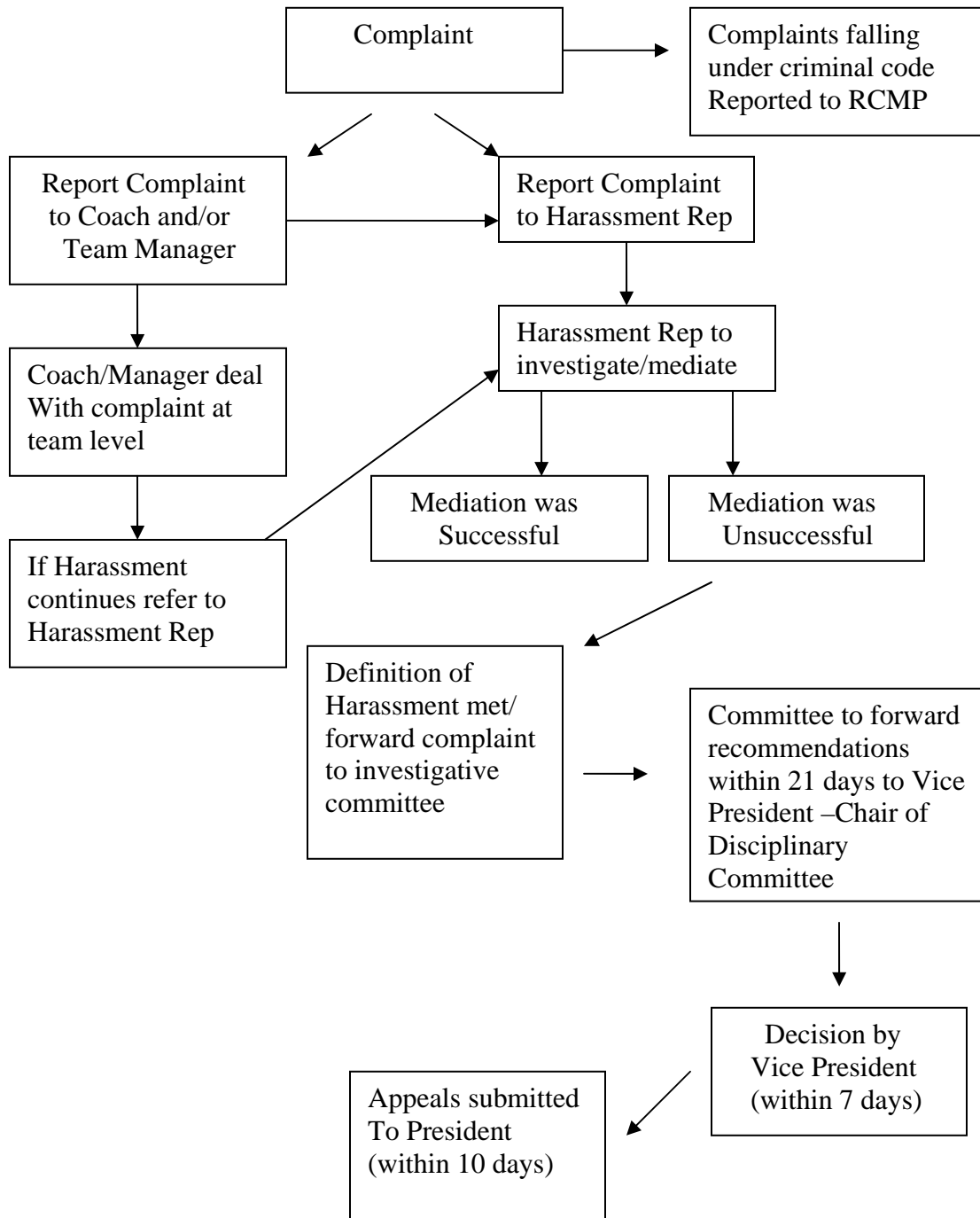


SOOKE MINOR HOCKEY ASSOCIATION

HARASSMENT COMPLAINT PROCEDURE



SOOKE MINOR HOCKEY ASSOCIATION

HARASSMENT COMPLAINT PROCEDURES

- 1.) When a problem arises, contact the coach or team manager and try to resolve the issue informally, at the team level. If you are uncomfortable about raising the matter to the team officials then contact the harassment representative directly. Please take 24 hours to “cool off” if required.
- 2.) If the problem is raised to the coach or team manager and remains unresolved, then contact the association harassment representative, who will arrange to meet with you.
- 3.) The association harassment representative will investigate the issue and try to mediate a resolution.
- 4.) If a resolution is not possible then the complainant will be asked to submit a formal complaint using the “Harassment Complaint Form” found on the association website.
- 5.) The harassment representative will review the formal complaint to determine if it meets the definition of harassment in accordance with the Harassment Policy for Sooke Minor Hockey Association.
- 6.) If definition of Harassment is met, the complaint will be forwarded to a separate investigative body for review and recommendations. These recommendations must be forwarded to Sooke Minor Hockey Association Vice President – Chairman of the Disciplinary Committee and/or designate, who will render a decision within 7 days of receiving the recommendations.
- 7.) If the complainant/respondent is not satisfied with the outcome of the decision, they have a right to forward an appeal to the President of Sooke Minor Hockey Association and/or designate, within 10 days.