

**HOCKEY NORTHWESTERN ONTARIO (HNO)**  
**COMPLAINT INTAKE FORM**

**Please note the following:**

- Complaints will be dealt with using the Discipline and Complaint Policy.
- Infractions of the Hockey Canada Playing Rules are dealt with under the Suspension Policy.
- Incidents must be reported this form within ten (10) days of the alleged incident. Anonymous complaints will not be accepted.
- HNO 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 HNO may share some or all of this information in the process of resolving the complaint.
- Fax or email completed forms to HNO at 807-623-0037 or [jfetter@hockeyhno.com](mailto:jfetter@hockeyhno.com)
- Upon the consent of the Parties, the dispute may be referred to HNO Dispute Resolution Policy with the objective of resolving the dispute.

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**Please complete the following:**

**1. Person making the complaint:**

Player      Parent      Volunteer      On-ice/off-ice Official      Employee

Name:		
Address:		
City:	Province:	Postal Code:
Phone Number:	Email:	

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

Name:
Birthdate (day/month/year):

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

Name:	
Title/Role:	Name of Association/League/Team:
Name:	
Title/Role:	Name of Association/League/Team:

**4. What date did the incident occur?** \_\_\_\_\_

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

- a) Harassment (refer to Harassment, Bullying and Abuse Policy)
- b) Abuse (refer to Harassment, Bullying and Abuse Policy)

- c) Bullying (refer to Harassment, Bullying and Abuse Policy)
- d) Misconduct (refer to Codes of Conduct)

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.

- a. Date incident occurred
- b. Where did the incident(s) happen?
- c. Who was involved (names and title/roles)?
- d. What happened?
- e. How were you treated differential from others (if at all)?
- f. How do the incident (s) relate to the grounds you selected?
- g. Remedy/resolutions you are seeking.

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Signature of Complainant

Date

**References:**

Discipline & Dispute Policy  
Dispute Resolution Policy  
Harassment Bullying & Abuse Policy  
Suspension Policy

**Codes of Conduct**

Administrators  
Coaches  
Bench Staff  
Officials  
Players  
Parents