



HOCKEY NL Discrimination Complaint Intake Form

The **Discrimination Complaint Intake** process sets out Hockey NL's approach to the resolution of discrimination complaints in order to ensure the safety and well-being of our players, coaches, and volunteers.

Please note the following:

- The definition of discrimination is articulated below. Please refer to the definition to determine whether your complaint qualifies as discrimination.
- Substantiated allegations of discrimination will be considered for sanctions ranging in severity up to a permanent suspension.
- Hockey NL is committed to ensuring an appropriate investigation, and in doing so may be required to share some or all of this information in the process of resolving the complaint. By completing the form, you agree that Hockey NL may share some or all this information in the process of resolving the complaint.
- Complaints will be prioritized according to the safety of participants, severity, and resources.
- Complaints of discrimination will not necessarily qualify a player for a release.

Discrimination

'Discrimination' is an action or a decision that treats a person or a group differently or unfairly because of certain protected personal characteristics. These characteristics, also called grounds, are protected under human rights legislation. Discriminatory grounds vary by province but generally include the following, without limitation:

- Race, national or ethnic origin, skin colour or language spoken ;
- Religion, faith, or beliefs;
- Age;
- Sex, sexual orientation, or gender identity/expression;
- Marital or familial status;
- Genetic characteristics
- Disability

Discrimination occurs when the unique merits, capacities, and circumstances of a person are not individually assessed. Instead, the party who is guilty of discrimination makes stereotypical assumptions based on a person's presumed traits and then treats them accordingly. Discrimination often has the impact of excluding persons, denying them benefits, or imposing burdens on them.

Please note that this intake form is to be used to address incidents of discrimination only.

For any other type of complaint, you would like to raise, including complaints relating to maltreatment, abuse, bullying, harassment, or any other negative treatment which does not contain an element of discrimination, please contact Hockey NL Office for further instructions.

Please provide the following information and ensure you have documented the necessary details for our review.

1. The person submitting the complaint. **Please identify if you are a:**
 - Player
 - Parent
 - Volunteer
 - Official
 - Employee
 - Other



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First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Email	Fax	

2. The person on whose behalf the complaint is being made: (please complete 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	
Position/Title/Role		Name of Association & League	
		Team Name & Division	

First Name		Last Name	
Position/Title/Role		Name of Association & League	
		Team Name & Division	

4. When did the incident occur? (Month, day, year, time) _____

Using the definition of discrimination above as a reference, please provide the following information and ensure you have documented the necessary details for our review.

5. What discriminatory grounds is your complaint based on (please select what best applies to your incident):
- Race, national or ethnic origin, skin colour or language spoken;
 - Religion, faith or beliefs;
 - Age;
 - Sex, sexual orientation or gender identity/ expression
 - Marital or familial status;
 - Genetic characteristics;
 - Disability
6. Please provide a detailed and accurate summary outlining the particulars of the incident to support your complaint. In your summary, please ensure your responses provide commentary to the following questions.
- Where did the incident occur?
 - Who was involved in the incident? (Please include name, title, position)
 - Describe details of the incident in order of occurrence to the best of your ability. What happened?
 - How were you treated, please describe?
 - How does the incident(s) align to the ground(s) you selected?



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- Please identify any **witness(es)** that may support your complaint.
 - **Witness:** name, position, title, what was their involvement (participant vs. observer) if any and where were they positioned at the time the incident occurred?
 - Please indicate whether, to your knowledge, any witnesses are willing to speak with us.

Details of your summary in free form sentences or bulleted points may be inserted below.

You may add additional documents as necessary.

Signature of Complainant

Date of Complaint