



# ETHICS CODE VIOLATION REPORTING FORM

ATTACH ALL RELEVANT DOCUMENTATION TO THIS FORM

## PERSON REPORTING VIOLATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

## ASSOCIATION PRESIDENT REPORTED TO

President's Name: \_\_\_\_\_

Association: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

Date Reported: \_\_\_\_\_

## INFORMAL CONTACT INFORMATION

Was there an informal meeting with the coach to discuss the possible ethics violation?  Yes  No

If yes, please give the date and location of the meeting: \_\_\_\_\_

Who was present at the meeting? \_\_\_\_\_

If an informal meeting did take place, please give a brief description of the outcome. \_\_\_\_\_

If an informal meeting did not take place, please explain why. \_\_\_\_\_

## DESCRIPTION OF FORMAL ETHICS VIOLATION

Coach(es) charged: \_\_\_\_\_

Code(s) violated: \_\_\_\_\_ Date(s) of violation: \_\_\_\_\_

Location(s) of violation: \_\_\_\_\_ Time(s) of violation: \_\_\_\_\_

Other person(s) involved: \_\_\_\_\_

Witness to violation: \_\_\_\_\_

Describe in detail the ethics code violation, use a separate sheet of paper if more space is needed. Also attach additional proof or other people's statements of the ethics code violation charge. \_\_\_\_\_

I certify that the above information is accurate, truthful and complete to the best of my knowledge.

Signature

Date

Office Use Only Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_ Date Copies Distributed: \_\_\_\_\_  
Action: \_\_\_\_\_

Copies to: Coach(es) Charged Date: \_\_\_\_\_  
Association President Date: \_\_\_\_\_  
Members of Hearing Committee Date: \_\_\_\_\_



# PROCEDURES FOR REPORTING ALLEGED ETHICAL VIOLATIONS

## FOR APPARENT ETHICAL VIOLATIONS

### I. Informal Resolution of Ethical Violations

When a USA Hockey participant\* believes that there may have been an ethical violation by a coach, they attempt to resolve the issue(s) by bringing it to the attention of that individual in an informal manner.

### II. Reporting Ethical Violations

If an apparent ethical violation is not appropriate for informal resolution as mentioned above, or is not resolved properly in that fashion, participants and association take further action by:

#### Participant

- A. Contacting the coach's Association President or their appropriate designee.
- B. Confirming with the coach's Association President if there was an attempt at an informal resolution.
- C. Completing and Ethical Violation Form available through the Association President or their designee.

#### Association

- A. Reviews the ethical violation charge using the appropriate due process procedure as outlined in USA Hockey's Annual Guide, Bylaw 10, Suspensions and Resolutions of Disputes.
- B. Gives a copy of the completed Ethical Violation Form to the coach in question seven (7) days prior to the association's review.
- C. Will keep a written report on all reviews and actions.

**\*Participants:** Those taking part in hockey (athletes and their family members, coaches, officials, volunteers, administrators and spectators).