

CALGARY VILLAINS

Misconduct Incident Reporting Procedure

Incident: Should you witness any incident that you consider to be misconduct, abuse, bullying, racial discrimination, sexual discrimination or harassment, ethnic discrimination or harassment, inequality harassment, or inappropriate behaviour of any kind by a coach, trainer, player, team official, club official, IST staff member, Director or Parent of Calgary Villains FC, or opposing teams in game situations, this should be reported immediately to the General Manager.

Report: The report should document:

- Date, Time and Place of the incident
- People involved in the incident
- Detailed account of the incident
- List of witnesses present at the incident

And be signed and dated, with the reporting party's name clearly legible and contact information attached.

Any additional material such as video footage, social media communications etc. should be supplied or referenced in the report.

Club Procedure: The General Manager will report all incidents to The President immediately upon receipt. Should the incident be serious in nature an emergency board meeting will be called. The Board of Directors will then decide on next steps which could include referring to the Hearing Committee to conduct an investigation into the incident (see Dispute Resolution Policy). The investigation may include interviewing witnesses and participants, contacting appropriate authorities and recommending appropriate club action. The Board of Directors will then consider if any punishment or sanction is appropriate. The Board of Directors will also ensure that the victim is afforded support within the club or in more serious cases, made aware of what support mechanisms exist outside the club.

As a matter of course all reports will be reviewed by the Board of Directors at the monthly Board meetings. After reviewing the reports, the Board of Directors will decide if any further action is necessary. All reports will be archived to allow identification of "repeat offenders".

